



STATE WORK STUDY PROGRAM MANUAL

2003-2004

STATE WORK STUDY PROGRAM MANUAL

2003-2004

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WASHINGTON STATE WORK STUDY PROGRAM

2003-04

CALENDAR

| | |
|----------------------|---|
| April 2003 | 2003-04 Contract Job Renewals sent by the Board to Employers |
| May 2003 | Earliest institutions receive 2003-04 initial reserve of funds |
| June 2003 | Second 2003-04 Contract/Job Renewals sent to Employers that did not respond |
| July 1, 2003 | Approved institutions begin accessing reserved funds Employer contract, job description, and payment information posted to secure Web site (<i>ongoing, updated daily</i>) |
| July 15, 2003 | Public institution Cash Request Forms due (<i>ongoing, monthly</i>) |
| July 31, 2003 | Independent institutions reconcile student payments and resolve time sheet edits (<i>ongoing, monthly</i>) |
| October 2003 | Institutions – 2002-2003 final reconciliation of records |
| November 2003 | Request/Return funds survey (<i>and in January, March, May</i>) |
| April 2004 | Calendar activities begin for 2004-05 year |
| June 2004 | Public Institutions receive 2003-04 Year End Report Form Independent Institutions receive timesheet deadlines |
| July 15, 2004 | Initial deadline for submittal of 2003-04 time sheets Year End Report due from public institutions Community Service Project Year End Reports due (narrative, administrative grants, and student by student earnings) |
| July 31, 2004 | Public Institutions receive administrative allowance payments |

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**WASHINGTON STATE WORK STUDY PROGRAM
INSTITUTION CODES
2003-2004**

1010 University of Washington
1020 Washington State University

2030 Central Washington University
2040 Eastern Washington University
2050 The Evergreen State College
2060 Western Washington University

3080 *Antioch University
3090 *Bastyr University
3100 *Cornish Institute
3120 *Gonzaga University
3110 *Heritage College
3280 *Henry Cogswell College
3130 *Northwest College
3140 *Pacific Lutheran University
3150 *Saint Martin's College
3160 *Seattle Pacific University
3170 *Seattle University
3190 *University of Puget Sound
3200 *Walla Walla College
3210 *Whitman College
3220 *Whitworth College

4300 Bellevue Community College
4310 Big Bend Community College
4580 Cascadia College
4320 Centralia College
4330 Clark College
4340 Columbia Basin College
4350 Edmonds Community College
4360 Everett Community College
4380 Grays Harbor College
4390 Green River Community College
4400 Highline Community College
4410 Lower Columbia College

4570 Northwest Indian College
4460 North Seattle Community College
4430 Olympic College
4440 Peninsula College
4470 Pierce College
4450 Seattle Central Community College
4480 Shoreline Community College
4490 Skagit Valley College
4420 South Puget Sound Community College
4470 South Seattle Community College
4500 Spokane Community College
4510 Spokane Falls Community College
4520 Tacoma Community College
4530 Walla Walla Community College
4540 Wenatchee Valley College
4550 Whatcom Community College
4560 Yakima Valley College

5700 Bates Technical College
5710 Bellingham Technical College
5720 Clover Park Technical College
5730 Lake Washington Technical College
5740 Renton Technical College
5750 Seattle Vocational Institute

***NOTE:** The Board generates payments to employers of State Work Study recipients attending these institutions.



STATE OF WASHINGTON

HIGHER EDUCATION COORDINATING BOARD

917 Lakeridge Way • PO Box 43430 • Olympia, Washington 98504-3430 • (360) 753-7800 • TDD (360) 753-7809

Dear Student Aid Administrator:

Work can be an important component of a student's college education. The purpose of the Washington State Work Study program is to provide financial assistance to needy students by stimulating and promoting their part-time employment. An equally important program goal is the relationship of that employment to the student's curriculum or career.

To assist you, this manual is divided into several sections. The Statute section contains the law passed by the Legislature from which all authority is drawn to administer the State Work Study program. The Rules section, also known as the Washington Administrative Code or "WAC," expands on the statute and also carries the force of law. Next are the program guidelines, Chapters I-VIII, which contain the detail needed to conduct the daily administration of the program. The guidelines not only provide day-to-day administrative guidance, but also serve as the primary audit guide for determining institutional compliance with program requirements. The final section contains copies of the employer contract and other resources used by institutions and their employers.

You are encouraged to call the staff with any questions regarding program administration.

We appreciate the fine work you do to ensure students experience all the benefits this program can offer.

Sincerely,

Betty Gebhardt
Associate Director
Education Services Division

HIGHER EDUCATION COORDINATING BOARD

STATE WORK STUDY STAFF

BETTY GEBHARDT
Program Administrator

Phone (360) 753-7852
Fax (360) 704-6252
Email bettyg@hecb.wa.gov

For help in developing jobs, follow up with employer problems, questions about administrative grants or interest in attending a regional meeting with other student employment people in your area contact the **Program Associate**:

MARY GSELL

Phone (360) 753-7829
Fax (360) 704-6234
Email maryg@hecb.wa.gov

For help with employer contracts, job descriptions, allocations, fund management, or to order forms, contact the ***Program Manager**:

CINDY MCBETH

Phone (360) 753-7842
Fax (360) 704-6242
Email cindym@hecb.wa.gov

***Effective through 8/31/03**

For help in drawing cash requests, submitting time sheets for employer reimbursements or questions on community service projects, contact the ***Program Coordinator**:

KHRIS BLUMER

Phone (360) 753-7847
Fax (360) 704-6247
Email khrib@hecb.wa.gov

***Through 8/31/03; Program Manager, thereafter**

For help in drawing cash requests, submitting time sheets for employer reimbursements or questions on community service projects, contact the **Program Coordinator**:

JEFFREY POWELL

Phone (360) 753-7847
Fax (360) 704-6247
Email jeffreyp@hecb.wa.gov

Higher Education Coordinating Board
917 Lakeridge Way / PO Box 43430
Olympia, Washington 98504-3430
Fax: (360) 753-7808
www.hecb.wa.gov/paying

Chapter 28B.12 RCW
STATE WORK-STUDY PROGRAM
(Formerly College work-study program)

SECTIONS

[28B.12.010](#) Created.

[28B.12.020](#) Purpose.

[28B.12.030](#) Definitions.

[28B.12.040](#) Board to develop and administer program -- Agreements authorized, limitation -- Work study advisory committee.

[28B.12.050](#) Disbursal of state work-study funds -- Criteria.

[28B.12.060](#) Rules -- Mandatory provisions.

[28B.12.070](#) Annual report of institutions to higher education coordinating board.

RCW 28B.12.010 Created. There is hereby created a program of financial aid to students pursuing a post-secondary education which shall be known as the state work-study program. [1994 c 130 § 1; 1974 ex.s. c 177 § 1.]

NOTES:

Severability -- 1974 ex.s. c 177: "If any provision of this act, or its application to any person or circumstance is held invalid, the remainder of the act, or the application of the provision to other persons or circumstances is not affected." [1974 ex.s. c 177 § 10.]

RCW 28B.12.020 Purpose. The purpose of the program created in RCW [28B.12.010](#) is to provide financial assistance to needy students, including needy students from middle-income families, attending eligible post-secondary institutions in the state of Washington by stimulating and promoting their employment, thereby enabling them to pursue courses of study at such institutions. An additional purpose of this program shall be to provide such needy students, wherever possible, with employment related to their academic or vocational pursuits. [1994 c 130 § 2; 1974 ex.s. c 177 § 2.]

NOTES:

Severability -- 1974 ex.s. c 177: See note following RCW [28B.12.010](#).

RCW 28B.12.030 Definitions. As used in this chapter, the following words and terms shall have the following meanings, unless the context shall clearly indicate another or different meaning or intent:

(1) The term "needy student" shall mean a student enrolled or accepted for enrollment at a post-secondary institution who, according to a system of need analysis approved by the higher education coordinating board, demonstrates a financial inability, either parental, familial, or personal, to bear the total cost of education for any semester or quarter.

(2) The term "eligible institution" shall mean any post-secondary institution in this state accredited by the Northwest Association of Schools and Colleges, or a branch of a member institution of an accrediting association recognized by rule of the board for purposes of this section, that is eligible for federal student financial aid assistance and has operated as a nonprofit college or university delivering on-site classroom instruction for a minimum of twenty consecutive years within the state of Washington, or any public technical college in the state. [2002 c 187 § 2; 1994 c 130 § 3; 1974 ex.s. c 177 § 3.]

NOTES:

Severability -- 1974 ex.s. c 177: See note following RCW [28B.12.010](#).

RCW 28B.12.040 Board to develop and administer program -- Agreements authorized, limitation -- Work study advisory committee. With the assistance of an advisory committee, the higher education coordinating board shall develop and administer the state work-study program. The board shall be authorized to enter into agreements with employers and eligible institutions for the operation of the program. These agreements shall include such provisions as the higher education coordinating board may deem necessary or appropriate to carry out the purposes of this chapter.

The members of the work-study advisory committee may include, but need not be limited to representatives of public and private community colleges, technical colleges, and four-year institutions of higher education; vocational schools; students; community service organizations; public schools; business; and labor. When selecting members of the advisory committee, the board shall consult with institutions of higher education, the state board for community and technical colleges, the work force training and education coordinating board, and appropriate associations and organizations. With the exception of off-campus community service placements, the share from moneys disbursed under the state work-study program of the compensation of students employed under such program in accordance with such agreements shall not exceed eighty percent of the total such compensation paid such students.

By rule, the board shall define community service placements and may determine any salary matching requirements for any community service employers. [1994 c 130 § 4; 1993 c 385 § 3; 1985 c 370 § 58; 1974 ex.s. c 177 § 4.]

NOTES:

Severability -- Effective dates -- 1985 c 370: See RCW 28B.80.911 and 28B.80.912.

Severability -- 1974 ex.s. c 177: See note following RCW [28B.12.010](#).

Purpose -- 1974 ex.s. c 177: See RCW [28B.12.020](#).

RCW 28B.12.050 Disbursal of state work-study funds -- Criteria. The higher education coordinating board shall disburse state work-study funds. In performing its duties under this section, the board shall consult eligible institutions and post-secondary education advisory and governing bodies. The board shall establish criteria designed to achieve such distribution of assistance under this chapter among students attending eligible institutions as will most effectively carry out the purposes of this chapter. [1994 c 130 § 5; 1987 c 330 § 201; 1985 c 370 § 59; 1974 ex.s. c 177 § 5.]

NOTES:

Construction -- Application of rules -- 1987 c 330: "This act shall not be construed as affecting any existing right acquired or liability or obligation incurred under the sections amended or repealed in this act or under any rule, regulation, or order adopted under those sections, nor as affecting any proceeding instituted under those sections. The rules of the agencies abolished by this act shall continue in force until acted upon by the succeeding agency and shall be enforced by the succeeding agency. If there is no succeeding agency, the rules shall terminate." [1987 c 330 § 1401.]

Severability -- 1987 c 330: "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [1987 c 330 § 1402.]

Severability -- Effective dates -- 1985 c 370: See RCW 28B.80.911 and 28B.80.912.

Severability -- 1974 ex.s. c 177: See note following RCW [28B.12.010](#).

RCW 28B.12.060 Rules -- Mandatory provisions. (*Effective until March 15, 2005.*) The higher education coordinating board shall adopt rules as may be necessary or appropriate for effecting the provisions of this chapter, and not in conflict with this chapter, in accordance with the provisions of chapter 34.05 RCW, the state higher education administrative procedure act. Such rules shall include provisions designed to make employment under the work-study program reasonably

available, to the extent of available funds, to all eligible students in eligible post-secondary institutions in need thereof. The rules shall include:

(1) Providing work under the state work-study program that will not result in the displacement of employed workers or impair existing contracts for services;

(2) Furnishing work only to a student who:

(a) Is capable, in the opinion of the eligible institution, of maintaining good standing in such course of study while employed under the program covered by the agreement; and

(b) Has been accepted for enrollment as at least a half-time student at the eligible institution or, in the case of a student already enrolled in and attending the eligible institution, is in good standing and in at least half-time attendance there either as an undergraduate, graduate or professional student; and

(c) Is not pursuing a degree in theology;

(3) Placing priority on providing:

(a) Work opportunities for students who are residents of the state of Washington as defined in RCW 28B.15.012 and 28B.15.013 except resident students defined in *RCW 28B.15.012(2)(e);

(b) Job placements in fields related to each student's academic or vocational pursuits, with an emphasis on off-campus job placements whenever appropriate; and

(c) Off-campus community service placements;

(4) Provisions to assure that in the state institutions of higher education, utilization of this work-study program:

(a) Shall only supplement and not supplant classified positions under jurisdiction of chapter 41.06 RCW;

(b) That all positions established which are comparable shall be identified to a job classification under the Washington personnel resources board's classification plan and shall receive equal compensation;

(c) Shall not take place in any manner that would replace classified positions reduced due to lack of funds or work; and

(d) That work study positions shall only be established at entry level positions of the classified service unless the overall scope and responsibilities of the position indicate a higher level; and

(5) Provisions to encourage job placements in occupations that meet Washington's economic development goals, especially those in international trade and international relations. The board shall permit appropriate job placements in other states and other countries.

[1994 c 130 § 6. Prior: 1993 sp.s. c 18 § 3; 1993 c 281 § 14; 1987 c 330 § 202; 1985 c 370 § 60; 1974 ex.s. c 177 § 6.]

NOTES:

***Reviser's note:** RCW 28B.15.012 was amended by 2000 c 117 § 1, changing subsection (2)(e) to subsection (2)(f).

Effective date -- 1993 sp.s. c 18: See note following RCW 28B.10.265.

Effective date -- 1993 c 281: See note following RCW 41.06.022.

Construction -- Application of rules -- Severability -- 1987 c 330: See notes following RCW [28B.12.050](#).

Severability -- Effective dates -- 1985 c 370: See RCW 28B.80.911 and 28B.80.912.

Severability -- 1974 ex.s. c 177: See note following RCW [28B.12.010](#).

RCW 28B.12.060 Rules -- Mandatory provisions. (Effective March 15, 2005.) The higher education coordinating board shall adopt rules as may be necessary or appropriate for effecting the provisions of this chapter, and not in conflict with this chapter, in accordance with the provisions of chapter 34.05 RCW, the state higher education administrative procedure act. Such rules shall include provisions designed to make employment under the work-study program reasonably available, to the extent of available funds, to all eligible students in eligible post-secondary institutions in need thereof. The rules shall include:

- (1) Providing work under the state work-study program that will not result in the displacement of employed workers or impair existing contracts for services;
- (2) Furnishing work only to a student who:
 - (a) Is capable, in the opinion of the eligible institution, of maintaining good standing in such course of study while employed under the program covered by the agreement; and
 - (b) Has been accepted for enrollment as at least a half-time student at the eligible institution or, in the case of a student already enrolled in and attending the eligible institution, is in good standing and in at least half-time attendance there either as an undergraduate, graduate or professional student; and
 - (c) Is not pursuing a degree in theology;
- (3) Placing priority on providing:
 - (a) Work opportunities for students who are residents of the state of Washington as defined in RCW 28B.15.012 and 28B.15.013 except resident students defined in RCW 28B.15.012(2)(f);
 - (b) Job placements in fields related to each student's academic or vocational pursuits, with an emphasis on off-campus job placements whenever appropriate; and
 - (c) Off-campus community service placements;
- (4) Provisions to assure that in the state institutions of higher education, utilization of this work-study program:
 - (a) Shall only supplement and not supplant classified positions under jurisdiction of chapter 41.06 RCW;
 - (b) That all positions established which are comparable shall be identified to a job classification under the director of personnel's classification plan and shall receive equal compensation;
 - (c) Shall not take place in any manner that would replace classified positions reduced due to lack of funds or work; and
 - (d) That work study positions shall only be established at entry level positions of the classified service unless the overall scope and responsibilities of the position indicate a higher level; and
- (5) Provisions to encourage job placements in occupations that meet Washington's economic development goals, especially those in international trade and international relations. The board shall permit appropriate job placements in other states and other countries.

[2002 c 354 § 224; 1994 c 130 § 6. Prior: 1993 sp.s. c 18 § 3; 1993 c 281 § 14; 1987 c 330 § 202; 1985 c 370 § 60; 1974 ex.s. c 177 § 6.]

NOTES:

Short title -- Headings, captions not law -- Severability -- Effective dates -- 2002 c 354:

See RCW 41.80.907 through 41.80.910.

Effective date -- 1993 sp.s. c 18: See note following RCW 28B.10.265.

Effective date -- 1993 c 281: See note following RCW 41.06.022.

Construction -- Application of rules -- Severability -- 1987 c 330: See notes following RCW [28B.12.050](#).

Severability -- Effective dates -- 1985 c 370: See RCW 28B.80.911 and 28B.80.912.

Severability -- 1974 ex.s. c 177: See note following RCW [28B.12.010](#).

RCW 28B.12.070 Annual report of institutions to higher education coordinating board. Each eligible institution shall submit to the higher education coordinating board an annual report in accordance with such requirements as are adopted by the board.

[1994 c 130 § 7; 1985 c 370 § 61; 1974 ex.s. c 177 § 7.]

NOTES:

Severability -- Effective dates -- 1985 c 370: See RCW 28B.80.911 and 28B.80.912.

Severability -- 1974 ex.s. c 177: See note following RCW [28B.12.010](#).

Residency Statutes (Excerpts)

RCW 28B.12.060 (3)(a) State Work Study Mandatory Provisions -- This provision places priority on providing work opportunities for students who are residents of the state of Washington as defined in RCW 28B.15.012 and 28B.15.013 except RCW 28B.15.012(2)(e).

Excerpt from RCW 28B.15.012 Classification as resident or nonresident student --

Definitions. Whenever used in chapter 28B.15 RCW:

(1) The term "institution" shall mean a public university, college, or community college within the state of Washington.

(2) The term "resident student" shall mean:

(a) A financially independent student who has had a domicile in the state of Washington for the period of one year immediately prior to the time of commencement of the first day of the semester or quarter for which the student has registered at any institution and has in fact established a bona fide domicile in this state primarily for purposes other than educational;

(b) A dependent student, if one or both of the student's parents or legal guardians have maintained a bona fide domicile in the state of Washington for at least one year immediately prior to commencement of the semester or quarter for which the student has registered at any institution;

(c) A student classified as a resident based upon domicile by an institution on or before May 31, 1982, who was enrolled at a state institution during any term of the 1982-1983 academic year, so long as such student's enrollment (excepting summer sessions) at an institution in this state is continuous;

(d) Any student who has spent at least seventy-five percent of both his or her junior and senior years in high schools in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period before the student graduates from high school, and who enrolls in a public institution of higher education within six months of leaving high school, for as long as the student remains continuously enrolled for three quarters or two semesters in any calendar year;

(e) A student who is on active military duty stationed in the state or who is a member of the Washington national guard;

(f) A student who is the spouse or a dependent of a person who is on active military duty stationed in the state;

(g) A student who resides in the state of Washington and is the spouse or a dependent of a person who is a member of the Washington national guard;

(h) A student of an out-of-state institution of higher education who is attending a Washington state institution of higher education pursuant to a home tuition agreement as described in RCW 28B.15.725; or

(i) A student who meets the requirements of RCW 28B.15.0131: PROVIDED, That a nonresident student enrolled for more than six hours per semester or quarter shall be considered as attending for primarily educational purposes, and for tuition and fee paying purposes only such period of enrollment shall not be counted toward the establishment of a bona fide domicile of one year in this state unless such student proves that the student has in fact established a bona fide domicile in this state primarily for purposes other than educational.

(3) The term "nonresident student" shall mean any student who does not qualify as a "resident student" under the provisions of RCW [28B.15.012](#) and [28B.15.013](#). Except for students qualifying under subsection (2)(h) of this section, a nonresident student shall include:

(a) A student attending an institution with the aid of financial assistance provided by another state or governmental unit or agency thereof, such nonresidency continuing for one year after the completion of such semester or quarter.

(b) A person who is not a citizen of the United States of America who does not have permanent or temporary resident status or does not hold "Refugee-Parolee" or "Conditional Entrant" status with the United States immigration and naturalization service or is not otherwise permanently residing in the United States under color of law and who does not also meet and comply with all the applicable requirements in RCW [28B.15.012](#) and [28B.15.013](#).

(4) The term "domicile" shall denote a person's true, fixed and permanent home and place of habitation. It is the place where the student intends to remain, and to which the student expects to return when the student leaves without intending to establish a new domicile elsewhere. The burden of proof that a student, parent or guardian has established a domicile in the state of Washington primarily for purposes other than educational lies with the student.

(5) The term "dependent" shall mean a person who is not financially independent. Factors to be considered in determining whether a person is financially independent shall be set forth in rules and regulations adopted by the higher education coordinating board and shall include, but not be limited to, the state and federal income tax returns of the person and/or the student's parents or legal guardian filed for the calendar year prior to the year in which application is made and such other evidence as the board may require.

[2002 c 186 § 2. Prior: (2002 c 186 § 1 expired June 30, 2002); 2000 c 160 § 1; 2000 c 117 § 2; 2000 c 117 § 1; 1999 c 320 § 5; 1997 c 433 § 2; 1994 c 188 § 2; 1993 sp.s. c 18 § 4; prior: 1987 c 137 § 1; 1987 c 96 § 1; 1985 c 370 § 62; 1983 c 285 § 1; 1982 1st ex.s. c 37 § 1; 1972 ex.s. c 149 § 1; 1971 ex.s. c 273 § 2.]

NOTES:

Expiration date - 2002 c 186 § 1: "Section 1 of this act expires June 30, 2002." [2002 c 186 § 4.]

Effective date - 2002 c 186 § 2: "Section 2 of this act takes effect June 30, 2002." [2002 c 186 § 5.]

Expiration date - 2000 c 160: See note following RCW [28B.80.806](#).

Effective date - 2000 c 117 § 2: "Section 2 of this act takes effect June 30, 2002." [2000 c 117 § 5.]

Expiration date - 2000 c 117 § 1: "Section 1 of this act expires June 30, 2002." [2000 c 117 § 4.]

Expiration date - 1999 c 320: See note following RCW [28B.80.805](#).

Intent -- Severability -- 1997 c 433: See notes following RCW [28B.15.725](#).

Effective date - 1993 sp.s. c 18: See note following RCW [28B.10.265](#).

Severability -- Effective dates -- 1985 c 370: See RCW [28B.80.911](#) and [28B.80.912](#).

Effective date - 1982 1st ex.s. c 37: "Sections 13 and 14 of this amendatory act are necessary for the immediate preservation of the public peace, health, and safety, the support of the state government and its existing public institutions, and shall take effect immediately. All other sections of this amendatory act shall take effect on June 1, 1982." [1982 1st ex.s. c 37 § 24.]

Severability -- 1982 1st ex.s. c 37: "If any provision of this amendatory act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [1982 1st ex.s. c 37 § 23.]

Severability -- 1971 ex.s. c 273: See note following RCW [28B.15.011](#).

RCW 28B.15.013 Classification as resident or nonresident student -- Standards for determining domicile in the state -- Presumptions -- Cut-off date for classification application change.

(1) The establishment of a new domicile in the state of Washington by a person formerly domiciled in another state has occurred if such person is physically present in Washington primarily for purposes other than educational and can show satisfactory proof that such person is without a present intention to return to such other state or to acquire a domicile at some other place outside of Washington.

(2) Unless proven to the contrary it shall be presumed that:

(a) The domicile of any person shall be determined according to the individual's situation and circumstances rather than by marital status or sex.

(b) A person does not lose a domicile in the state of Washington by reason of residency in any state or country while a member of the civil or military service of this state or of the United States, nor while engaged in the navigation of the waters of this state or of the United States or of the high seas if that person returns to the state of Washington within one year of discharge from said service with the intent to be domiciled in the state of Washington; any resident dependent student who remains in this state when such student's parents, having theretofore been domiciled in this state for a period of one year immediately prior to the time of commencement of the first day of the semester or quarter for which the student has registered at any institution, remove from this state, shall be entitled to continued classification as a resident student so long as such student's attendance (except summer sessions) at an institution in this state is continuous.

(3) To aid the institution in deciding whether a student, parent, legally appointed guardian or the person having legal custody of a student is domiciled in the state of Washington primarily for purposes other than educational, the rules and regulations adopted by the higher education coordinating board shall include but not be limited to the following:

(a) Registration or payment of Washington taxes or fees on a motor vehicle, mobile home, travel trailer, boat, or any other item of personal property owned or used by the person for which state registration or the payment of a state tax or fee is required will be a factor in considering evidence of the establishment of a Washington domicile.

(b) Permanent full time employment in Washington by a person will be a factor in considering the establishment of a Washington domicile.

(c) Registration to vote for state officials in Washington will be a factor in considering the establishment of a Washington domicile.

(4) After a student has registered at an institution such student's classification shall remain unchanged in the absence of satisfactory evidence to the contrary. A student wishing to apply for a change in classification shall reduce such evidence to writing and file it with the institution. In any case involving an application for a change from nonresident to resident status, the burden of proof shall rest with the applicant. Any change in classification, either nonresident to resident, or the reverse, shall be based upon written evidence maintained in the files of the institution and, if approved, shall take effect the semester or quarter such evidence was filed with the institution: PROVIDED, That applications for a change in classification shall be accepted up to the thirtieth calendar day following the first day of instruction of the quarter or semester for which application is made. [1989 c 175 § 79; 1985 c 370 § 63; 1982 1st ex.s. c 37 § 2; 1979 ex.s. c 15 § 1; 1972 ex.s. c 149 § 2; 1971 ex.s. c 273 § 3.]

NOTES:

Effective date - 1989 c 175: See note following RCW 34.05.010.

Severability - Effective dates -- 1985 c 370: See RCW 28B.80.911 and 28B.80.912.

Effective date - Severability -- 1982 1st ex.s. c 37: See notes following RCW 28B.15.012.

Severability - 1971 ex.s. c 273: See note following RCW 28B.15.011.

**Chapter 250-40 WAC
STATE WORK-STUDY PROGRAM**

Last Update: 9/30/02

WAC SECTIONS

[250-40-020](#) Purpose.

[250-40-030](#) Definitions.

[250-40-040](#) Student eligibility and selection.

[250-40-050](#) Restrictions on student placement and compensation.

[250-40-060](#) Institutional application and allotment procedures.

[250-40-070](#) Administration.

WAC 250-40-020 Purpose. The purpose of this act is to provide financial assistance to needy students, including needy students from middle-income families, attending eligible postsecondary institutions in the state of Washington by stimulating and promoting their employment; and to provide such needy students, wherever possible, with employment related to their academic or vocational pursuits.

[Statutory Authority: RCW 28B.12.020 through 28B.12.070. 94-14-006 § 250-40-020, filed 6/23/94, effective 7/24/94; Order 6-74, § 250-40-020, filed 9/17/74.]

WAC 250-40-030 Definitions. (1) "Financial need" shall be the difference between the budgetary cost to the student attending an institution of postsecondary education and the total family contribution which the institutional financial aid administrator determines can reasonably be expected to be available to the student for meeting such costs.

(2) "Budgetary cost" of attending an institution shall consist of those costs required to support the individual and other costs in accordance with federal costs of attendance calculations during the period of enrollment. Budgets will reflect the applicable year's cost levels for tuition, room and board, transportation, books, supplies, personal expenses, and any other cost factors deemed necessary for consideration, consistent with WAC [250-40-040](#) (2)(a).

(3) "Total family contribution and resources" shall be consistent with amounts recognized by federal need analysis criteria, unless otherwise modified in accordance with these rules and program guidelines.

(4) "Washington resident" shall be defined as an individual who satisfies the requirements of RCW 28B.15.011 - 28B.15.013 except resident students defined in RCW 28B.15.012 (2)(e) and board-adopted rules and regulations pertaining to the determination of residency.

(5) "Eligible institution of postsecondary education" shall mean any postsecondary educational institution in the state of Washington accredited by the Northwest Association of Schools and Colleges; or a branch campus of a member institution accredited by Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Southern Association of Colleges and Schools, Northwest Association of Schools and Colleges, or Western Association of Schools and Colleges that is eligible for federal student financial aid assistance and has operated as a nonprofit college or university delivering on-site classroom instruction for a minimum of twenty consecutive years in the state of Washington; or any public technical colleges in the state of Washington.

(6) "Eligible employer" shall be defined as any eligible public institution of postsecondary education; any other nonprofit organization which is nonsectarian; or any profit-making nonsectarian employer producing a good or providing a service for sale or resale to others, which can and agrees to provide employment of a demonstrable benefit related to the student's postsecondary educational pursuits and which conducts business within the state of Washington; or any other employer approved by the higher education coordinating board. In approving an employer as eligible, the board or an institution acting as its agent will consider at the minimum:

- (a) The relationship of the jobs to the students' educational objectives;
 - (b) The potential for displacement of regular employees;
 - (c) The rate of pay as compared to salaries and wages provided other employees engaged in similar work;
 - (d) The employer compliance with appropriate federal and state civil rights laws.
- (7) "Dependent student" shall mean any post-high school student attending an eligible institution of postsecondary education who does not qualify as an independent student in accordance with subsection (8) of this section.

(8) "Independent student" shall mean any student who qualifies as an independent student for federal student aid.

(9) "Half-time student" means any student enrolled in at least one-half the credit hour or clock hour load defined by the institution as constituting expected full-time progress toward the particular degree or certificate.

(10) "Off-campus community service placements" shall include direct service, planning, or applied research that is designed to improve the quality of life for residents of the community served, particularly low-income residents, in such fields as health care, child care, education, literacy training, welfare, social services, public safety, crime prevention and control, transportation, recreation, housing and neighborhood improvement, rural development, and community improvement. Placements are identified by an institution through formal or informal consultation with local nonprofit, governmental, and community-based organizations.

[Statutory Authority: RCW 28B.80.240 and 28B.12.060. 02-20-083, § 250-40-030, filed 9/30/02, effective 10/31/02. Statutory Authority: RCW 28B.12.020 - 28B.12.070. 93-20-044, § 250-40-030, filed 9/29/93, effective 10/30/93. Statutory Authority: RCW 28B.12.060. 88-10-002 (Order 3/88, Resolution No. 88-11), § 250-40-030, filed 4/21/88; 87-16-047 (Order 1-87, Resolution No. 87-59), § 250-40-030, filed 7/29/87; 82-15-054 (Order 5-82, Resolution No. 82-53), § 250-40-030, filed 7/20/82. Statutory Authority: RCW 28B.10.806. 81-13-037 (Order 3/81, Resolution No. 81-68), § 250-40-030, filed 6/16/81; 79-07-020 (Order 4-79, Resolution No. 79-33), § 250-40-030, filed 6/15/79; Order 5-77, § 250-40-030, filed 5/11/77; Order 6-75, § 250-40-030, filed 8/18/75; Order 6-74, § 250-40-030, filed 9/17/74.]

WAC 250-40-040 Student eligibility and selection. (1) Eligibility criteria. In order to be eligible for employment under this program the student must:

- (a) Demonstrate financial need.
 - (b) Be enrolled or accepted for enrollment as at least a half-time undergraduate, graduate or professional student or be a student under an established program designed to qualify him or her for enrollment as at least a half-time student at an eligible institution of postsecondary education.
 - (c) Be capable, in the opinion of the institution, of maintaining good standing in a course of study while employed under the program, and demonstrate satisfactory progress toward degree or certificate completion.
 - (d) Not be pursuing a degree in theology.
 - (e) Not owe a refund or repayment on a state or federal financial aid grant program and not be in default on a loan made, insured, or guaranteed under federal and state financial aid loan programs.
- (2) Criteria for institutional determination of financial need and the making of awards.
- (a) Standard budgetary costs will be determined by the institution subject to approval by the higher education coordinating board.

(b) Total applicant resources shall be determined in accordance with the federal methodology system of need analysis. Institutional financial aid officers may make reasonable adjustments to the computed total applicant resources if individual circumstances warrant such adjustments.

Any adjustments must be documented and placed in the student's financial aid records.

(c) The work-study award shall be designed in such a manner that the sum total of financial aid awarded any one student will not exceed the difference between the total applicant's resources and the budgetary cost of education.

(d) Each institution must have a policy relating to the continuance of aid for students who enroll in but do not complete the number of credit or clock hours required to maintain satisfactory progress toward completion of his or her degree or program objective. The institution must submit its policy to the board annually for approval.

(3) Priorities in placing students.

(a) Provide work opportunities for students who are defined to be residents of the state;

(b) After consideration of (a) of this subsection, then provide job placements in fields related to each student's academic or vocational pursuits, with an emphasis on off-campus job placements wherever appropriate; and

(c) Whenever appropriate, provide opportunities for off-campus community service placements.

(4) Job placements are encouraged in occupations that meet Washington's economic development goals especially those in international trade and international relations.

[Statutory Authority: RCW 28B.12.020 through 28B.12.070. 94-14-006 § 250-40-040, filed 6/23/94, effective 7/24/94; 93-20-044, § 250-40-040, filed 9/29/93, effective 10/30/93. Statutory Authority: RCW 28B.12.060. 88-10-002 (Order 3/88, Resolution No. 88-11), § 250-40-040, filed 4/21/88; 87-16-047 (Order 1-87, Resolution No. 87-59), § 250-40-040, filed 7/29/87. Statutory Authority: RCW 28B.10.806. 81-13-037 (Order 3/81, Resolution No. 81-68), § 250-40-040, filed 6/16/81; 80-05-024 (Order 2-80, Resolution No. 80-54), § 250-40-040, filed 4/14/80; Order 5-77, § 250-40-040, filed 5/11/77; Order 6-74, § 250-40-040, filed 9/17/74.]

WAC 250-40-050 Restrictions on student placement and compensation. (1) Displacement of employees. Employment of state work-study students may not result in displacement of employed workers or impair existing contracts for services.

(a) State work-study students employed by public institutions of postsecondary education may not fill positions currently or formerly occupied by classified employees.

(b) In cases of governmental employment, state work-study students may fill positions which have been previously occupied but were vacated as a result of implementing previously adopted reduction in force policies in response to employment limitations imposed by federal, state or local governments.

(c) In all other cases, state work-study students may not fill positions which have been occupied by regular employees during the current or prior calendar or fiscal year.

(2) Rate of compensation. All work-study positions shall receive compensation equal to the entry level salary of comparable nonwork-study positions.

Students employed by public postsecondary educational institutions who are filling positions which are comparable to Washington personnel resources board classified positions must be paid entry level Washington personnel resources board wages for the position unless the overall scope and responsibilities of the position indicate a higher level.

Determination of comparability must be made in accordance with state work-study program operational guidelines.

Documentation must be on file at the institution for each position filled by a state work-study student which is deemed by the institution as not comparable to a higher education personnel board position.

(3) Maximum total compensation. Earnings beyond the student's state work-study eligibility must be reported to the financial aid officer, and resulting adjustments made in the financial aid package in accordance with federal methodology. In the event that a student earns more money from state work-study employment than the institution anticipated when it awarded student financial aid, the excess is to be treated in accordance with the method specified in the state work-study operational guidelines.

(4) State share of student compensation. With the exception of board-approved off campus community service placements, the state share of compensation paid students shall not exceed 80 percent of the student's gross compensation. In the following cases the state share may be established at 80 percent: (a) When employed by state supported institutions of postsecondary education at which they are enrolled; (b) when employed as tutors by the state's common school districts; (c) when employed in tutorial or other support staff positions by nonprofit adult literacy service providers in the state of Washington who meet guideline criteria for participation; and (d) when employed in an off-campus community service placement. The state share of compensation paid students employed by all other employers shall not exceed 65 percent of the student's gross compensation.

(5) Employer share of student compensation. The employer shall pay a minimum of 20 percent or 35 percent of the student's gross compensation as specified in subsection (4) above, plus the costs of any employee benefits including all payments due as an employer's contribution under the state workman's compensation laws, federal Social Security laws, and other applicable laws. The federal work-study program cannot be used to provide employer share of student compensation except when used for placement of students in tutorial or other support staff positions with adult literacy service providers in the state of Washington who meet guideline criteria for participation.

(6) Academic credit for state work-study employment. Students may receive academic credit for experience gained through state work-study employment.

(7) Maximum hours reimbursed. Employment of a student in excess of an average of 19 hours per week, or in the case of on-campus graduate assistants an average of 20 hours per week, over the period of enrollment for which the student has received an award or a maximum of 40 hours per week during vacation periods will not be eligible for reimbursement from state funds.

A student may not be concurrently employed in the same position by the state work-study program and the federal work-study program and exceed the 19 hours per week average.

(8) Types of work prohibited. Work performed by a student under the state work-study program shall not be sectarian related and shall not involve any partisan or nonpartisan political activity.

(9) Relationship to formula staffing percentage. Placement of state work-study students in on-campus positions at public postsecondary educational institutions may not result in a level of employment in any budget program in excess of a formula staffing percentage specifically mandated by the legislature.

[Statutory Authority: RCW 28B.12.020 through 28B.12.070. 94-14-006 § 250-40-050, filed 6/23/94, effective 7/24/94; 93-20-044, § 250-40-050, filed 9/29/93, effective 10/30/93. Statutory Authority: RCW 28B.12.060. 88-10-002 (Order 3/88, Resolution No. 88-11), § 250-40-050, filed 4/21/88; 87-16-047 (Order 1-87, Resolution No. 87-59), § 250-40-050, filed 7/29/87; 86-10-014 (Order 4/86), § 250-40-050, filed 4/30/86; 82-15-054 (Order 5-82, Resolution No. 82-53), § 250-40-050, filed 7/20/82. Statutory Authority: RCW 28B.10.806. 81-13-037 (Order 3/81, Resolution No. 81-68), § 250-40-050, filed 6/16/81; 80-05-024 (Order 2-80, Resolution No. 80-54), § 250-40-050, filed 4/14/80; 79-07-020 (Order 4-79, Resolution No. 79-33), § 250-40-050, filed 6/15/79; 78-08-007 (Order 3-78), § 250-40-050, filed 7/7/78; Order 5-77, § 250-40-050, filed 5/11/77; Order 6-75, § 250-40-050, filed 8/18/75; Order 6-74, § 250-40-050, filed 9/17/74.]

WAC 250-40-060 Institutional application and allotment procedures. (1) Application.

Institutions shall annually apply for and document campus need for student employment funds.

(2) Institutional reserve of funds. The board shall annually develop a reserve of funds for the body of students at each eligible participating institution. Institutions will be notified of funds available for their students by May 1 of the year prior to the academic year in which awards will be

given, or within a reasonable period after the legislative appropriation becomes known, whichever is later. The following steps shall govern the determination and allotment of institutional reserves:

(a) A base funding level, or conditional guarantee, shall be adopted for each institution currently participating in the program. The initial allotment of funds to any one institution shall equal its conditional guarantee. The conditional guarantee will equal the amount of funds initially reserved to the institution for the 1992-93 fiscal year.

(b) Eligible institutions currently not participating in the program shall be continually encouraged to enter the program, and will be funded at a reasonable level.

(c) Each institution shall share proportionally in the event of budget reductions.

(d) Institutions displaying a pattern of fund underutilization shall have their allocations reevaluated and reduced if appropriate.

(e) Funding increases shall be distributed on an objective basis among institutions in a manner which, when combined with Federal Work Study allocations, furthers a parity of work opportunity among students statewide.

(f) No institution will be awarded funds which, in the institution's judgment or judgment reasonably exercised by the board, will exceed what the institution can adequately administer.

(3) The convening of an advisory committee. The board staff will convene its advisory committee annually in accordance with WAC [250-40-070](#)(5) to review program policies and procedures.

(4) Reallotments. If it is determined that an institution is unable to award all of the funds allotted it, the board will reduce its allotment accordingly and will redistribute unutilized funds to other eligible institutions. Reallotments however, shall not increase or decrease an institution's conditional guarantee.

[Statutory Authority: RCW 28B.12.020 - 28B.12.070. 93-20-044, § 250-40-060, filed 9/29/93, effective 10/30/93. Statutory Authority: RCW 28B.12.060. 87-16-047 (Order 1-87, Resolution No. 87-59), § 250-40-060, filed 7/29/87; Order 5-77, § 250-40-060, filed 5/11/77; Order 6-74, § 250-40-060, filed 9/17/74.]

WAC 250-40-070 Administration. With the assistance of an advisory committee, the higher education coordinating board shall administer the work-study program. The staff of the higher education coordinating board under the direction of the executive director will manage the administrative functions relative to the program and shall be authorized to enter into agreement with:

Eligible public institutions for the placement of students and the reimbursement of employers for the state share of the student's compensation.

Eligible private institutions for the placement of students.

Employers of students attending eligible private institutions for the reimbursement of the state share of the student's compensation. Such agreements shall be written to ensure employer compliance with the rules and regulations governing the work-study program.

(1) Responsibility of eligible public institutions. The institution will:

(a) Assist the board in contracting with eligible employers or, enter into contracts with eligible organizations for employment of students under the work-study program. Such agreements shall be written to ensure employer compliance with the rules and regulations governing the work-study program.

(b) Determine student eligibility and arrange for placement.

(c) Arrange for payment of the state share of the student's compensation.

(2) Responsibility of eligible private institutions. The institution will:

(a) Assist the board in contracting with eligible employers.

(b) Determine student eligibility, arrange for placement with employers, and notify the board of such placement.

(c) Submit student time sheets to the board in the prescribed manner and time frame outlined in guidelines.

(3) Employer responsibilities:

(a) Before it may participate in the program, an eligible employer must enter into agreement with the higher education coordinating board or a public institution acting as its agent, thereby certifying its eligibility to participate and its willingness to comply with all program requirements.

(b) Certification of payment to students by the eligible organization shall be made under oath in accordance with RCW 9A.72.085.

(c) Submit student time sheets to the institution in a timely manner.

(4) Advisory committee. The board will appoint an advisory committee which may include, but need not be limited to, representatives of public and private community colleges, technical colleges, and four-year institutions of higher education; vocational schools; students; community service organizations; public schools; business; and labor. When selecting members of the committee, the board will consult with institutions of higher education, the state board for community and technical colleges, the work force training and education coordinating board, and appropriate associations and organizations. The committee shall be convened to advise the board staff on matters pertaining to the development and the administration of the work-study program. In addition, representatives from postsecondary educational advisory and governing bodies will be invited to participate in advisory committee meetings when annual institutional allocations are being determined.

(5) Institutional administrative allowance. Contingent upon funds being made available to the higher education coordinating board for the operation of the work-study program, the public institutions will be provided an administrative expense allowance. In order to qualify for the allowance, the institution must demonstrate that financial support for student financial aid administration, exclusive of the administrative allowance, is at least equal to the level of support provided during the previous fiscal year.

(6) Institutional maintenance of effort. State funds provided under this program are not to be used to replace institutional funds which would otherwise be used to support student employment.

(7) Reports. The higher education coordinating board will obtain periodic reports on the balance of each institution's work-study funds to ensure a proper distribution of funds among institutions. In addition, information will be gathered subsequent to the end of the academic year, describing the population served and the modes of packaging used.

(8) Agreement to participate. In order to participate in the program, each institution must file an agreement to participate indicating agreement to abide by all program rules, regulations, and guidelines and to maintain and provide all pertinent information, records, and reports requested by the board.

(9) Appeals. If the board is notified of any possible violations of these rules and regulations, satisfactory resolution shall be attempted by board staff. If satisfactory resolution cannot be achieved by board staff, the advisory committee authorized by WAC [250-40-070](#)(5) shall review the appeal and make a recommendation to board staff. If satisfactory resolution still cannot be achieved, the person or institution initiating the appeal may request a hearing with the board, which shall take action on the appeal.

(10) Program reviews. The higher education coordinating board will review institutional administrative practices to determine institutional compliance with rules and regulations and program guidelines. If such a review determines that an institution has failed to comply with program rules and regulations and guidelines the board may suspend, terminate, or place conditions upon the institution's participation in the program and require the institution to reimburse the students affected or the program in the appropriate amount.

[Statutory Authority: RCW 28B.12.020 through 28B.12.070. 94-14-006 § 250-40-070, filed 6/23/94, effective 7/24/94; 93-20-044, § 250-40-070, filed 9/29/93, effective 10/30/93. Statutory Authority: RCW 28B.12.060. 87-16-047 (Order 1-87, Resolution No. 87-59), § 250-40-070, filed 7/29/87; 85-20-034 (Order 4-85, Resolution No. 86-3), § 250-40-070, filed 9/24/85. Statutory Authority: RCW 28B.10.806. 81-13-037 (Order 3/81, Resolution No. 81-68), § 250-40-070, filed 6/16/81; 79-11-030 (Order 10-79, Resolution No. 80-19), § 250-40-070, filed 10/11/79; 79-02-088 (Order 2-79), § 250-40-070, filed 2/7/79; Order 5-77, § 250-40-070, filed 5/11/77; Order 6-74, § 250-40-070, filed 9/17/74.]

Chapter I

ELIGIBILITY TO PARTICIPATE

INSTITUTIONS OF POSTSECONDARY EDUCATION

In order for its students to participate in the State Work Study (SWS) program, an eligible institution must: (1) be located in the state of Washington and have been delivering onsite instruction for a minimum of 20 consecutive years; (2) be fully accredited by one of the six regional accrediting associations; (3) operate as a non-profit; and (4) agree to administer the program according to published rules, regulations, and program guidelines. Rules changes pending.

EMPLOYERS

Eligible public institutions of postsecondary education, appropriately licensed nonprofit organizations, and profit-seeking business entities are potentially eligible to employ students under the State Work Study program.

For purposes of the program, "business entity" is defined as a profit-making employer producing goods or providing a service for sale or resale to others.

To participate in the State Work Study program, an employer may not have a direct association with a controlling sectarian organization.

Each prospective employer must agree to provide supervised employment of a demonstrable benefit related to the student's postsecondary educational pursuits or career interest and to comply with all program requirements.

Out-of-State Employers

Prior approval must be granted on an individual basis by the Board's Student Financial Aid Division before a student may be employed by an out-of-state employer.

International Employers

If an employer's parent company is a foreign company but the subsidiary company is located in the United States, that employer may be eligible as long as the student is paid in U.S. currency and is employed in the United States. Other international placements are permitted and encouraged. Contact the Board for assistance in developing these positions.

Employer of Record

An employer may contract with the Board as the "employer of record" even though actual placement of the student will be elsewhere. For example, a public college may, for reasons of administrative convenience, stand as the employer for a student who works off campus. Other times, this occurs because the college believes that the internship will be good experience for the student and the work site intends to hire the student upon graduation.

Position Offered by Employer

In addition to the determination of employer eligibility in general, each position offered by a potential employer must also be reviewed for compliance with the following conditions:

1. The position must be of educational benefit or of career interest for potential student employees;
2. It must not result in displacement of regular workers;
3. The rate of pay must be comparable to that of other employees in the organization engaged in similar work; and
4. It must be non-sectarian and non-political.

An employer may not hire a State Work Study student if that student will be supervised or have his or her time sheet signed by a member of the student's immediate family. A participating SWS business cannot be owned in part or in whole by the student. A student may not work in a private home.

It cannot be assumed that any or all positions offered by an eligible employer satisfy program requirements. It is possible for an employer to meet the general eligibility test but to have no positions which qualify. It is also possible for some positions to qualify and others not.

Listed below are examples of eligible and ineligible employers.

Examples of Eligible EmployersEligible:

- Profit-seeking, non-sectarian business entities (local employers producing goods or providing services, such as law offices, accounting firms, art galleries, banks, etc.).
- Public postsecondary educational institutions.
- Nonprofit organizations which are non-sectarian (local, state or federal government agencies, crisis clinics, Red Cross, public school districts, adult literacy service providers, etc.).
- An elected official who would employ the student only in evaluating candidates or researching issues.

**Examples of
Ineligible
Employers**

Ineligible:

- Any church or entity which has a direct association with a controlling sectarian organization (church-sponsored day-care centers, educational institutions or, in some circumstances, hospitals).
- Any employer who does not comply with appropriate federal and state civil rights laws.
- Any employer who will not pay students employed through this program an appropriate wage for the position being filled.
- An elected official who would use the student's work to enhance his or her political aspirations.

Employer responsibilities are further discussed in Chapter III of these guidelines. An example of the State Work Study program Employer Contract, and the "Guide for Determination of Religious Affiliation," are included in the Resource Section of this manual.

STUDENT

A student is potentially eligible for employment through the State Work Study program if he or she meets the following criteria:

Financial Need

The student must demonstrate financial need. The determination of need shall be made in accordance with federal needs analysis formulas and provisions as recognized by the Board. (See page II-2)

Enrollment Status

The student must be enrolled or accepted for enrollment on at least a half-time basis at an eligible institution.

Residency Status

Students determined to be out-of-state residents can participate in the program as long as the institution can demonstrate a priority in placing Washington State residents. Washington State residents are defined using Washington Administrative Rules in Chapters 250-18 and 250-40; and Revised Code of Washington 28B.15.

Satisfactory Progress

The student employed under the State Work Study program must maintain satisfactory progress toward degree or certificate completion in accordance with the institution's satisfactory progress policy approved by the Student Financial Aid Division of the Board. (See page II-4)

**Default/Refund/
Repayment**

The student does not owe a refund or repayment on a state or federal financial aid grant program and is not in default on a loan made, insured, or guaranteed under federal and state financial aid student loan programs.

Theology Student

Any student pursuing a degree in theology may not be awarded funds through the State Work Study program.

Chapter II

INSTITUTIONAL RESPONSIBILITIES

AGREEMENT TO PARTICIPATE

To participate in the State Work Study program, an eligible institution must enter into an Agreement to Participate with the Higher Education Coordinating Board, thereby acknowledging its willingness and ability to administer the program according to published rules and regulations and program guidelines to share data and to protect access to this data. Upon request, usually annually, institutions must also submit for approval selected items such as student budgets, refund/ repayment, gift equity, and satisfactory progress policies.

FUNDING

Initial Reserve

In the spring prior to the new academic year, the Board notifies the institution of its initial reserve of funds. When increased appropriations are being distributed the institution is asked to formally accept the increased reserve, or to indicate what lesser amount of the reserve they can administer.

Fund Requests

If an institution can utilize more funds than were reserved for the fiscal year, it can apply for supplemental funds. A request for supplemental funds can be filed as soon as the need is known. Such requests must be in writing and must include justification regarding the need for additional funds. Supplemental awards will be made periodically throughout the year on a funds-available basis.

Return of Funds

If an institution is unable to expend its annual allocation, it must deobligate that portion of funds that will be unutilized. Written notification of deobligation must be submitted to the Board as soon as the institution has determined its inability to fully expend its State Work Study program reserve.

Responsibility for Over-Commitment

The institution assumes the responsibility of negotiating with its affected employers for payment of any portion of the employer's reimbursement that cannot be made because the institution has exceeded its annual reserve of funds.

**INSTITUTIONAL
DETERMINATION
OF STUDENT
ELIGIBILITY**

**Financial Need
Determination**

"Financial need" is the difference between the student's cost of attendance and the total applicant resources which can reasonably be expected to be available to the student.

Cost of Attendance

The "cost of attending" an institution consists of costs required to support the individual and other costs in accordance with federal cost of attendance calculations during the period of enrollment. These costs include: tuition, room and board, transportation, books and supplies, personal expenses, and other cost factors deemed necessary for consideration.

Each participating institution must submit its student budgets to the Board's Education Services Division for review and approval.

Unless the institution has documented rationale for using different standards, the Washington Financial Aid Association (WFAA) adopted budgets should be used as guidelines in establishing student maintenance budgets. Explanation must be included for any budget that deviates by more than ten percent from the WFAA-adopted standards. Institutions must use the same Board-approved budgets for the administration of all state-funded student financial aid programs.

Documentation must be contained in the student's financial aid records when the budget used to determine financial need deviates from the institutional budgets approved by the Board for the administration of state student financial aid programs.

Applicant Resources

"Total family contribution and resources" shall be consistent with amounts recognized by federal need analysis criteria, unless otherwise modified in accordance with these rules and program guidelines.

Need Analysis

The determination of need shall be made in accordance with federal need analysis formulas and provisions recognized by the Board. For the 2003-04 year, the Board recognizes Federal Need Analysis Methodology (FM).

**Summer Term
Need Analysis**

For an otherwise eligible student enrolled in a summer term which begins before June 30, the student SWS eligibility for the summer can be based either on the current or coming year need analysis. The institution should determine which year's application it will use and apply this standard consistently to its entire SWS summer school population.

**Adjustments to
Need Analysis**

The financial aid administrator may make reasonable adjustments, on an individual basis, to the computed total applicant resources if individual circumstances affect the family's ability to contribute. Such adjustments include, but are not limited to, a parent contribution which is not forthcoming due to the job loss of the primary wage earner, death of a parent, a business reversal or emergency expenses, and use of current year rather than base year information.

**Coordination with
Other Benefits**

State Work Study earnings are excused from income control for welfare benefits. According to federal welfare regulation effective October 17, 1986, any portion of student financial assistance for attendance costs received from a program funded in whole or in part under Title IV of the Higher Education Act of 1965 or under BIA Student Assistance Programs is excluded from income and resources. This exclusion applies to the federal Leveraging Educational Assistance Program (LEAP) (formerly the State Student Incentive Grant/SSIG program). The State Work Study program contains LEAP funds.

Documentation

A copy of the Institutional Student Information Record (ISIR) and the resulting analysis must be on file at the institution. Documentation must be included in the student's financial aid records substantiating any adjustments to the FM system of need analysis.

Enrollment

Each participant, in addition to demonstrating financial need, must be accepted for enrollment or be enrolled as at least a half-time undergraduate, graduate, or professional student.

A "half-time" student is one who is enrolled in at least one-half the credit hour or clock hour load defined by the institution as constituting expected full-time progress toward a particular degree or certificate.

| | |
|---|--|
| Theology Students | Students pursuing a degree in theology are not eligible to participate in the State Work Study program. |
| Default/Refund /Repayment | The eligible student may not owe a refund or repayment on a state or federal financial aid grant program or be in default on a loan made, insured, or guaranteed under federal and state financial aid loan programs. |
| Satisfactory Progress | The institution must monitor the student's progress in accordance with the Board-approved institutional policy and section 250-40-040(2)(d) of the State Work Study program rules and regulations. Satisfactory progress is the student's successful completion of a minimum number of credits for each term in which the aid was received. Each school's policy for measuring progress of State Work Study program recipients must define satisfactory progress as the student's completion of the minimum number of credits for which the aid was disbursed. |
| Unsatisfactory Progress: Probation | A student in probationary status may continue State Work Study program employment. "Probation" is defined as completion of at least one-half (50 percent), but less than all (100 percent) of the minimum number of credits for which the aid was calculated and disbursed. The school must have a probation policy, approved by the Board, which describes the manner in which the school limits the number of terms a student can be on probation before being denied. |
| Unsatisfactory Progress: Denial | "Denial" is defined as completion of less than one-half (50 percent) of the minimum number of credits for which the aid was disbursed. Each institution's policy must deny further participation in the State Work Study program at the conclusion of any term in which the student fails to complete at least 50 percent of the minimum number of credits for which aid was disbursed. |
| Professional Judgment | The school's financial aid administrator may at any time, using professional judgment exercised on a case-by-case basis, reinstate a student back into satisfactory progress status, in response to documented individual student's extenuating circumstances. |

Reinstatement

Each institution's policy should include the conditions a student must meet before being reinstated. For example, a student may be expected to attend school without financial aid for a certain period of time or may have to show proof that credits have been made up within a designated time period.

**CHANGE IN
STATUS**

If a student's academic or family circumstances have changed, continued eligibility for the program must be confirmed and, if appropriate, the State Work Study program award must be adjusted.

**Validation/
Verification**

If validation or verification of reported information results in a change which exceeds the federally-allowed tolerance levels, the student's expected family contribution must be adjusted.

**Monitoring Student
Eligibility**

The institution is responsible for monitoring each State Work Study program recipient's continued eligibility and for communicating any change in eligibility status to the appropriate employer in a timeframe which allows the employer to make necessary adjustments.

**FINANCIAL AID
OVERAWARD**

The State Work Study program award, when combined with the student's family contribution and other forms of financial assistance, may not exceed the cost of education.

For purposes of this program the student will not be considered overawarded if:

1. He or she receives additional resources after the institution awards financial aid and the total resources do not exceed his or her financial need by \$300 by the end of the academic year; or
2. The student earns more money from need-based employment than the institution anticipated when it awarded funds to the student and the excess is treated as described below.

If a student's resources, consisting of the total family contribution (including any contribution from full-time/summer State Work Study program earnings), financial aid, and other resources exceed his or her need by more than \$300 and the excess is not from wages earned from employment during the period time of the State Work Study award, the overaward is the amount that exceeds \$300.

**FINANCIAL AID
OVERAWARD
(Continued)**

If the student's gross State Work Study wages earned during the award period are more than \$300 over his or her financial need, the institution must take the following steps (in this order):

1. It must decide whether the student needs the money to pay for necessary additional educational costs unanticipated when it awarded financial aid to the student. If the student does, no further action is necessary.
2. If the student's earnings still exceed need by \$300 or more after the institution subtracts any additional costs, it must cancel any undisbursed loan and/or grant (other than a Pell Grant) equal to the excess earnings and terminate the student from the State Work Study program.
3. If the student's total resources still exceed his or her need by more than \$300 after steps (1) and (2) have been taken, the institution must consider the amount by which the resources exceed the student's financial need as an overaward for the purpose of future access to aid or academic records.

Documentation must be on file indicating the steps the institution has taken in dealing with a student's overaward.

**EMPLOYER & JOB
SELECTIONS**

Institutions, and students with the institution's permission, can develop State Work Study jobs with eligible employers. A copy of the institution's employer location/position selection policy should be included in the institution's policy and procedures manual.

In order to implement the required priorities in job placement, the institution, acting in the Board's behalf in locating employment positions, may select potential employers and determine those positions in which it will place students.

The institution may seek State Work Study program positions with nonprofit organizations, profit-seeking business entities within the state which produce goods or provide services for sale or resale to others, or with employers located outside the state if approved by the Board. To participate in the program, an employer cannot have a direct association with a controlling sectarian (religious) organization, and it must agree to the terms of the employer contract. Public institutions and federal agencies may be State Work Study program employers. See Chapter I for examples of eligible and ineligible employers.

The selection of preferred employers may be based on the following criteria:

1. Nature of the business and/or position;
2. Employment opportunities compatible with institutional role and mission;
3. Educational experience for the student;
4. Environment which enhances the learning experience;
5. Training in areas of future career opportunity;
6. Employer's past compliance with program requirements; and
7. Employer's potential for compliance with program requirements (supervision, fiscal solvency, etc.).

**EMPLOYER
CONTRACT**

The employer contract incorporates the legal requirements for The Board, the institution, and the employer parties in one form. The contract specifies the responsibilities of each party and certifies the employer's ability and willingness to comply with program requirements.

Employers are required to complete only one contract to participate but will be required to submit a separate job description form for each position to each school. The contract may only be modified with Board approval.

The institution shall ensure that students do not begin employment until an original employer contract has been signed by all appropriate parties. Employment pursued in the absence of a valid contract may not be reimbursed. A **copy** of the employer contract is included in the Resources section of this manual.

Business Profile

Each off-campus employer must complete an original business profile that is considered an addendum to the employer contract. Because the information provided on the profile is essential for determining eligibility, the contract will not be approved without it. A **copy** of the business profile is included in the Resources section of this manual.

**W-9 Form and
Requirement to
Supply IRS 1099**

Recent changes to the IRS W-9 form has expanded the number of employer type categories. In the case of employers that are for-profit and not incorporated, the Internal Revenue Service considers the State Work Study employment reimbursement as income. Each active employer of this type will receive a 1099. New employers should be made aware of this provision.

Public Institutions

Public institutions, acting as the Board's agent, may enter into a contract with an eligible off-campus employer or have the contract mailed directly to the Board; it is their option. Schools are encouraged to have the contract mailed to the Board. However, if the institution determines it is necessary to have the contract mailed to its office, a copy of the contract should be forwarded to the Board so that the employer is added to the Master Contract File and will receive the annual renewal form. Acting as payer, the institution is responsible for producing the appropriate IRS 1099 form.

Independent Institutions

Independent institutions mail contracts to the Board for final approval. The Board performs the reimbursement of the state's share of the students' compensation and issues appropriate IRS 1099 forms.

Master Contract List

The Board maintains a master contract list for off-campus employers. After approving a contract, the Board will add the employer data to the master list. The list is available via <http://www.hecb.wa.gov/hecblogin/login.asp>. Registration is required to have a log-in identification code issued. A sample page of this information is contained in the "Resources" section of this manual.

Contract Renewal

A contract renewal will be mailed by the Board to each off-campus employer in the Master List File. If the employer has active job descriptions with independent institutions, these can be renewed at the same time. Any new employer submitting a contract for the current year between May 1 and June 30, will automatically be renewed for the next fiscal year.

Terminating the Employer Contract

The employer contract may be terminated by the Board, a public institution acting as its agent, or the employer if the other parties fail to comply with the provisions of the contract. It may also be terminated in the event that insufficient funds are available to allow the continued employment of State Work Study program recipients.

Mediating Employer Conflicts

In the event of a conflict between employer and student, the institution shall review the terms of the employer contract and make every attempt to resolve the conflict. If no settlement is reached, the institution may refer the case to the Board for final resolution according to WAC 250-40-070(10).

**JOB DESCRIPTION
FORM**

The school will enter the process by confirming employer eligibility using the master file of eligible off-campus employers and by sending employers wishing to hire students from its campus a job description form.

A job description form must be completed for each position which is available (on- or off-campus) so that the eligibility of each position can be determined. The employer will fill out the form and return it to the school for processing and posting.

Off-campus employers are required to submit a separate job description form for each position to each school.

Public Institutions

Public institutions may use the Board's job description form or a form the institution develops. The institution's form must include the percentage of reimbursement, a complete and accurate description of the specific job responsibilities, the rate of pay, minimum qualifications, and a statement of educational benefit to be derived by the student. Public institutions are not required to have job descriptions approved by the Board and may post them upon institutional approval. The institution must have a complete job description for each position (both on-campus and off-campus) filled by State Work Study students.

**Independent
Institutions**

Independent institutions are required to use the job description form provided by the Board. After receiving the completed form from the employer, the institution completes the bottom portion of the form and sends it to the Board for approval and processing. A copy of the approved form will be returned to the institution for posting, it will also be displayed on the Board's secure website. (See Resources section of manual for access instructions.)

Independent institutions must assign classification codes and position numbers to job descriptions submitted to the Board. With the exception of 700-799 and 900-999 series, the position number may be any three-digit sequence established by the institution to distinguish each job.

The job classification code list is located at the end of this chapter as Attachment A. The attachment job classification code list contains job titles for a broad array of jobs. The list contains 32 codes with brief descriptions of the types of jobs included in each code. A classification code should be identified from this list for each State Work Study position developed, and should be included on the job description form.

This data is used to identify the kinds of jobs to which students are assigned through the program. For this reason, care should be taken to ensure that the job classification code used on each job description form lists the code most appropriate to that particular job so that the summary reports are as accurate as possible.

**REFERRAL AND
PLACEMENT OF
STUDENTS**

**Priorities in
Placement**

Each institution must establish procedures for making employment available, insofar as funds allow, to all eligible students.

Priorities in placing students include:

1. Provide work opportunities for students who are defined to be state residents. Eligible Washington residents should be placed before nonresidents.

Determination of Washington residency must be made in accordance with RCW 28B.15.011-013 and Board-adopted rules and regulations pertaining to residency determination.

While the statute does not specifically prohibit the participation of nonresident students in the Washington State Work Study program, the Legislature clearly favors awarding of resident students.

2. After consideration of state residency, priority should be placed on work in fields related to the student's academic or vocational pursuits. Emphasis is to be given to off-campus placements wherever appropriate.

The statute requires that student placements be related to the student's academic program or area of career interest wherever possible.

A student who has already declared a major may wish to work in a position directly related to his or her field of study, or investigate a complementary area more likely to afford him or her with future employment opportunities.

A student who has not yet declared a major or made a decision regarding career objectives may be placed in a position that aligns with his or her career interest.

Educational relatedness and/or career interest in State Work Study program positions are equally important in on- and off-campus placements. However, because off-campus work provides the student with "market place" experience often lacking in on-campus positions, special effort should be given to matching an on-campus placement with the student's formal academic program or career interest.

3. Provide opportunities for off-campus community service placement. (See Chapter VIII).
4. Promote placements in occupations that meet Washington's economic development goals, especially those in international trade and international relations.

Other targeted sectors of economic development include: tourism, bio-technology, marketing recycled products, forestry, software, and film and video production.

In order to exercise the required priorities in placement, the institution may determine which eligible students it will award through the State Work Study program. Institutions may offer priority in State Work Study program job placement to full-time students.

Elements of an Excellent Placement

An excellent Work Study placement provides opportunity for relevant and current work experience. It allows direct exposure to work related to the student's career goal, and contact with professionals in similar positions. It pays a wage rate comparable to that earned by other employees who perform the same work and provides an opportunity for the student to exercise knowledge and skills gained from the classroom, while concurrently acquiring on-the-job training. The position is flexible enough to allow for curriculum-driven time conflicts, providing a sufficient block of work time so that the student's employment is not disruptive to the flow of the company's work.

(Project Teamwork, 1986)

ACADEMIC CREDIT

Because the State Work Study program provides work experience which is directly related to the student's educational pursuits and/or career interests whenever possible, institutions are encouraged to offer academic credit for experience gained through the student's State Work Study program employment.

RESTRICTIONS ON STUDENT PLACEMENT AND COMPENSATION

The institution shall not recruit any employer who will deny work or subject a prospective student employee to different treatment on the grounds of race, color, sex, national origin, or any other discriminatory practices prohibited by federal or state law.

Employment of State Work Study students may not result in displacement of employed workers or impair existing contracts for services.

Displacement

In determining whether displacement will result if a State Work Study employee is placed in a particular position, the following rules apply:

1. State Work Study students employed by public institutions of postsecondary education may not fill positions currently or formerly occupied by classified employees.
2. In cases of governmental agencies, State Work Study students may fill positions which have been vacated as a result of previously implemented adopted reduction-in-force policies in response to employment limitations imposed by federal, state, or local governments.
3. In all other cases, State Work Study students may not fill positions which have been occupied by regular employees during the current or prior year. (Use either calendar year or fiscal year, according to the employer's budgetary period.)

Positions that have been funded through special work incentive programs are not considered regular positions. Therefore, those positions may be filled as they become available without violating the State Work Study program displacement regulations.

4. Placements under the State Work Study program may not impair existing contracts for services, violate any applicable collective bargaining agreements, or fill any positions which are vacant because the employer's regular employees are involved in a labor dispute.

When dealing with employers, institutions should seek to determine whether or not any pertinent collective bargaining agreements exist, and the extent to which such agreements would allow employers to hire State Work Study students in accordance with this section. The institution shall ensure that work performed by students under the State Work Study program is not sectarian related and does not involve any partisan or nonpartisan political activity.

Relationship to Formula Staffing

Public institutions may not budget or use State Work Study program funds in a manner which would result in increases to formula staffing limitations specifically mandated by the Legislature.

Rate of Pay

With the exception of on-campus graduate assistants, students must be paid on an hourly basis. They may not be compensated on a contractual or per-project basis. Students must be notified when the hourly rate of pay has been increased or decreased. If the position pays the minimum state wage rate for entry level, that amount through 12/31/03 is \$7.01. The pay rate established should not be a function of its status as reimbursable employment.

On-campus graduate assistants can be paid on an hourly basis or can be paid a salary. If they are paid a salary, they are not required to complete a time sheet, but are to attest in writing that they have worked the hours for which they are being paid.

Commissions, bonuses, or other special compensation must be paid in full by the employer and treated by the school as a resource.

COMPARABILITY

The hourly rate of pay for all State Work Study students must be at least equal to the entry level rate for non-student employment positions within the employing organization.

General provisions dealing with comparability:

To determine comparability of a State Work Study position to a regular position, the following attributes of the position must be considered:

1. Overall scope and responsibility;
2. Level of duties and responsibilities;
3. Basic functions;
4. Distinguishing characteristics;
5. Judgment required; and
6. Skills and knowledge required to do the job.

The nature of work performed is the determinant of comparability, as opposed to part-time or student status. Minimum qualifications may not be used as a primary factor in determining comparability.

If a comparable position does not exist within the employing organization, the student must be paid an hourly rate of pay that, in keeping with the duties and responsibility of the position, is appropriate within the employer's pay schema.

**Washington
Personnel Resources
Board Classifications**

**Specific provision regarding comparability at public institutions
of postsecondary education:**

The enabling legislation for the State Work Study program requires that in public institutions, "All positions established which are comparable shall be identified to a job classification under the Washington Personnel Resources Board (WPRB) classification plan and shall receive equal compensation." (See RCW 28B.12.060(4)(b).) Information can be obtained at the WPRB web site at: <http://hr.dop.wa.gov/lib/hrdr/hrdr.htm>. (Select the Human Resources Desktop Reference link, then select the Higher Education Job Specifications link.)

Comparability is presumed between most State Work Study program positions and positions encompassed within the WPRB's higher education classification schema. While public technical schools maintain individual personnel systems, they observe the same principle in applying comparability standards. The schemas are sufficiently comprehensive to encompass nearly all positions with the exception of established exemptions such as teaching assistants, research assistants, etc.

**Public Institutions -
Exempt Academic
and Tutorial
Placements**

NOTE: To qualify as an exempt academic or tutorial placement, more than 50 percent of the work must involve imparting knowledge to students or conducting research or data analysis under the direction of an instructing supervisor who is a regular employee of the institution. The work will normally be performed in an instructional department or program.

Tutorial or research positions not supervised by regular employees of the institution or not in instructional departments or programs may still qualify as an exempt academic or tutorial placement. In qualifying such a position, the institution should rigorously examine the quality of supervision and the job description. Both should be at least equal to that regularly expected of placements in academic departments. There is no exception to the minimum 50 percent rule.

**Public Institutions -
Documenting
Non-Comparability**

The public institution must clearly identify each position that is not comparable to a WPRB classification and document its determination of non-comparability. The institution should devote special attention to documenting its examination of circumstances and its reasons for granting the exemption. Documentation should be kept in the student's records. The issue of comparability must be considered independent of concerns over funding constraints or need to save money.

In assessing comparability between State Work Study program positions and work that is classified under the WPRB, the following expectations should be taken into consideration:

1. "Student status" may not be construed as proof of non-comparability nor be considered as a part of a comparability test (i.e., the fact that an individual is enrolled as a student does not, of itself, substantiate evidence of non-comparability, and, hence, justify a non-comparable wage).
2. State Work Study program students who fill positions which are comparable to work that is classified by the WPRB must be paid the WPRB-prescribed hourly wage rate for that class¹, regardless of the institution's policy for paying other student or part-time employees.
3. No one task or duty should be isolated in determining comparability or non-comparability. The primary test for comparability between State Work Study program positions and WPRB classified positions must be determined from an analysis of the duties and responsibilities described in the appropriate WPRB class specification. To determine comparability, the specification must be considered in its entirety, with a major emphasis being placed on the level of work described within the Basic Functions and Distinguishing Characteristics sections of the WPRB specification.

A job class describes the level of work anticipated for the positions encompassed by the class. Although some job classes encompass several hundred positions, each of which may have a totally different position description, each is appropriately allocated to the class. If the overall scope and responsibilities of a State Work Study position meets the requirements of the Basic Functions and Distinguishing Characteristics of a WPRB specification, the SWS position must be considered comparable. The fact that a SWS position is assigned a single task listed in the typical work section of

¹ "Class" – One or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title may be used with priority to designate each position allocated to the class; that the same general qualification requirements are needed for performance of the duties of the class; that the same schedule of pay can be applied with equity to all position in the same class under the same or substantially the same employment conditions.

the specification shall not of itself determine whether comparability exists. Professional judgment will be required to determine whether some State Work Study positions are comparable to a position classified by the WPRB. The financial aid administrator should seek the assistance of the campus human resources department in making the determination of comparability.

4. Even though the WPRB statute (RCW 28B.16) allows governing boards of institutions to exempt certain categories of WPRB jurisdiction, the State Work Study program statute specifically states that: "All positions established which are comparable shall be identified to a job classification under the WPRB's classification plan and shall receive equal compensation." Therefore, regardless of a governing board's action to exempt various categories of employees, if a WPRB classification exists for the position to be filled by a State Work Study program student, the student must be classified accordingly and paid the appropriate WPRB wage rate.
5. The institution has the responsibility to determine appropriate pay rates for State Work Study program placements in accordance with program rules and regulations and guidelines. Placements that are appropriately considered to be non-comparable are not subject to WPRB wage rates. All other placements will be deemed to be comparable; they must be allocated in accordance with WPRB's schema, and must be paid at the rate established for the classified work by the WPRB.

In summary, determination of comparability is an institutional responsibility, but must be exercised in accordance with statutory requirements, rules and regulations, and program guidelines. Neither student status nor part-time status may be factors in determining comparability. Administrators are encouraged to seek the assistance of institutional human resources staff, who are acquainted with WPRB classifications and are best prepared to evaluate positions for comparability. A detailed discussion of this issue is available from the HECB in its' 1993 report titled "Wage Rate Comparability Review."

Non-comparability must be rigorously documented.

The classification of State Work Study program positions, the institution's determination of comparability to WPRB classes, and the rate of pay assigned each position are subject to audit.

**Maximum Hours
Reimbursed**

To maintain eligibility for State Work Study employer reimbursement, most undergraduate and graduate students enrolled at least half-time or more can work no more than an average of 19 hours per week. There are two exceptions to this guidance. During vacation periods included in the period of the State Work Study award, the student can work up to 40 hours per week. In the case of on-campus graduate assistants, the average of 19 hours per week is extended to 20 hours per week. Chapter VI discusses the full-time (summer) option. Student wages paid by employers for hours worked beyond these maximums cannot be reimbursed with State Work Study program funds.

An employer may employ a student enrolled half-time or more for more than 19 hours per week if the employer compensates the student in full for the hours over the 19 hour limitation and reports these earnings to the institution's financial aid office. The employer should still make proper deductions and make the notation on the student's time sheet.

If at the end of the academic term, an otherwise eligible student has remaining work eligibility and has unfunded costs of attendance incurred from the past term, he/she may continue to work until the authorization has been exhausted, or until the next term begins, or until June 30th, whichever comes first. Schools are cautioned that reliance upon this provision can place the student in a difficult situation of earning to pay past costs at the same time earnings are needed to pay for current educational expenses.

**Cooperative
Education/Internship**

If a State Work Study student is enrolled in a cooperative education/internship program requiring employment for more than 19 hours per week during the internship experience, the following steps should be followed to ensure the student does not exceed the 19 hour per week average.

1. Calculate the number of hours worked during the cooperative education/internship experience, including any other State Work Study employment during the period of enrollment for which the student received a State Work Study award. Divide the number of hours worked by the number of weeks in the period of enrollment for which the student has a State Work Study award.
2. If the number of hours worked does not exceed the 19 hour average over the period of enrollment, the student may work until the award is exhausted or the maximum has been reached.

3. If the number of hours exceed the 19 hour average over the period of enrollment, the student has reached the maximum number of hours for State Work Study eligibility/reimbursement and would not be able to work additional hours.
4. The institution should document or be prepared to reconstruct the detail for program review purposes.

Employment Restrictions

A student may not exceed an average of 19 hours per week when concurrently employed in either two State Work Study program positions; or in a State Work Study program position and a Federal Work Study position. The only exception to the 19 hour per week average is for on-campus graduate assistants who can work an average of 20 hours per week.

Types of Work Prohibited

Work performed by a student under the State Work Study program cannot be sectarian-related nor can it involve any partisan or non-partisan political activities. Questions concerning the eligibility of specific positions should be referred to the Board's Student Financial Aid Division.

STATE SHARE OF STUDENT COMPENSATION

80 Percent

The state share of compensation shall not exceed 65 percent of the student's gross compensation except in the following cases, when 80 percent is the maximum: (1) when the student is employed by the state-supported institution of higher education at which he or she is enrolled; (2) when employed as tutors by the state's common school districts; (3) when employed in tutorial or other support staff positions by nonprofit adult literacy service providers in the state of Washington who meet the criteria for participation in the Adult Literacy Program; and (4) when employed in an off-campus community service placement. See Chapter VIII for further community service options.

65 Percent

The state share of compensation paid to students employed by all other employers cannot exceed 65 percent of the student's gross compensation.

Employer Share of Student Compensation

The employer must pay except as noted, a minimum of 20 or 35 percent of the student's gross compensation plus the cost of any employee benefits, including all payments due as an employer's contribution under the State Workman's Compensation laws, federal Social Security laws, State Retirement Laws, and other applicable laws. (See page III-3)

**Limitation on
Federal Work Study
Program as
Employer Match**

The Federal Work Study program cannot be used to provide the employer share of student compensation, except when used for placement of students in tutorial or other support staff positions with adult literacy service providers in the state of Washington which meet the criteria for participation in the Adult Literacy Program. (See Chapter VII)

**METHOD OF
SECURING
EMPLOYER
REIMBURSEMENT
- INDEPENDENT
INSTITUTIONS**

Institutions must have employers submit two copies of the time sheet at least monthly to the institution. Private institutions must assign appropriate position numbers to each time sheet submitted to the Board for reimbursement. The position number must be the same number identified on the approved job description form for that position. Private institutions will follow the same procedure for time sheets from special funding (such as community service block money) with the following exceptions: the institution will need to assign the unique position number which corresponds with the one assigned to the job description, and the institution must mark the time sheet with the correct percentage of reimbursement.

The institutional representative must certify the appropriateness and accuracy of the time sheet prior to sending it to the Board for payment. The original (white) copy should be forwarded to the Board within two days of receipt for payment to the employer. See Attachment B for edits to be performed before time sheets are submitted to the Board. Alternatively, the institution can apply and be approved to convey this information electronically.

Institutions will be notified at least twice a month of time sheets with errors. The institution will either be emailed, phoned, faxed, or sent a Time Sheet Edit Report with information identifying the type of error. Each institution is responsible for resolving errors with the employer and returning the correction to the Board. Corrections are to be re-submitted to the Board within one week. Failure to submit corrections within the specified timeframe may result in institutional liability for employer reimbursement. See Attachment C for sample edit report messages.

**Time sheets –
Independent**

Independent schools must use the Board's time sheets, (see sample in Resources Section). Because time sheets for independent institutions are key punched and processed by the Board, it is especially important that they are thoroughly reviewed by the institution before submission to the Board. A list of visual edits the institution should perform are listed in this chapter. Institutions must have employers submit two copies of the time sheet to the institution at least once a month.

**METHOD OF
SECURING STATE
FUNDS - PUBLIC
INSTITUTIONS
ONLY**

Public institutions must request funds from the Board on a monthly basis to reimburse State Work Study program employers.

If the public institution has the employer contract returned to the institution and not placed on the Master Contract List, a copy of the contract and the complete job description for each position (both on-campus and off-campus) filled by State Work Study program students must be on file.

**Cash Request/
Expenditure Report**

A separate cash request form must be submitted each month by the public institutions on the appropriate forms supplied by the Board. Because an institution's allocation may be reduced by the Board if it appears that the institution will not fully expend its funds, it is important that cash request forms be submitted each month. In general, no more monies should be requested than can be disbursed in 30 days. Expenditures must be reported each month on the cash request form, even if cash is not requested.

The total monthly cash requests cannot exceed the Board-approved allocations for the year (July 1 - June 30). Any amounts expended beyond the institution's State Work Study program allocation must be paid with institutional funds.

**PUBLIC
INSTITUTION
EMPLOYER
RESPONSIBILITIES**

When acting as a State Work Study program employer, the institution must comply with all provisions in the Institutional Agreement to Participate, the State Work Study program rules, and the Employer Responsibilities section of these guidelines. (See Chapter III)

**Job Description –
Independent
Institutions Only**

Independent institutions must have a complete job description approved by the Board on file for each position filled by State Work Study students.

**Time Sheets – Public
Institutions**

Public Institutions may use the Board's time sheet, (see sample in Resources Section) or their own. Public institutions should weigh their own need for a particular type of time sheet against the additional complexity off-campus employers face in completing multiple time sheets from many institutions. At a minimum, comparable information must be on file. A time sheet recording the number of hours worked per day by each student during each pay period must be on file as a backup for the state share of student compensation paid employers. The time sheet must include an employer certification with a perjury statement verifying the student was paid, student's full name, SSN, position title, pay rate, record of hours and days worked for each pay period, student and supervisor certification statement that the student worked the hours submitted on the time sheet, student and supervisor signatures and dates, gross pay, and name of institution.

Net deductions are not a required element for public on-campus time sheets if that information can be obtained from institutional records. Net deductions are a required element for time sheets for off-campus employers.

If a public institution has made special arrangements with an employer whereby the institution pays the student in full and bills the employer for the employer's share, the certification of payments by the employer is not required.

**Reimbursement to
Employers**

Each public institution must have a record of payments made to employers for the state's share of student compensation.

REPORTING

**Monthly Expenditures
Public Institutions**

The fiscal office at each public institution must report the amount of funds expended on a monthly basis. The monthly report also serves as the institution's cash request that funds be transmitted to the institution to reimburse State Work Study program employers.

**Monthly Expenditures
Independent
Institutions**

Independent schools reconcile employer reimbursement information monthly by comparing HECB records to the institution's own records and reporting any discrepancies to the HECB.

Year End Report

A summary expenditure report must be submitted by each public institution at the end of the fiscal year by the deadline specified by the Board, usually mid-July. This report is considered to be final for the purpose of determining payment of the public sector administrative allowance, even if reported expenditures are subsequently amended upwards. Likewise, an institution waives and forfeits all claims for reimbursement of compensation earned or paid to students but not reported or submitted to the Board as an expenditure prior to the required filing of the State Work Study program annual fiscal report.

Unit Record Report

Each institution participating in the State Work Study program must submit a Unit Record Report for each student who received federal, state, or other financial aid on the basis of financial need. When reporting State Work Study information use actual earnings; not just the reimbursed portion of the wages. The reports must be filed in the format required by the Board and submitted by the announced deadline. The format requires separate reporting of on and off campus earnings. In cases where the institution acts as "employer of record", the preference is for these earnings to be reported as off campus. If this is not possible reporting as on campus is acceptable. In addition to the Unit Record Report, estimated information regarding job placements is required of public institutions in the year-end report.

**Administrative
Allowance**

Subject to the availability of funds, public institutions will be provided an administrative expense allowance equal to three percent of the institution's annual expenditure of State Work Study funds. The allowance is to be used for costs associated with direct administration of the State Work Study program. The administrative allowance is to supplement existing budgets and is to support administrative functions associated with the State Work Study program. Institutions may not charge employers for administrative expenses and are not required to provide any institutional match to the administrative allowance.

In order to qualify for the administrative allowance, public institutions must be able to demonstrate that financial support for student aid administration, including student employment exclusive of the administrative allowance, is at least equal to the level of support provided during the previous fiscal year.

**MAINTENANCE
OF EFFORT –
STUDENT
EARNINGS**

State funds provided under this program may not replace institutional funds that would otherwise support student employment. To demonstrate its ongoing commitment to student employment, the institution must continue to expend in its other student employment programs (from sources other than funds received under this program or under federally-funded programs) an amount which is not less than the average expenditure per year made for that purpose during the three preceding fiscal years.

Public on-campus utilization of State Work Study program funds for institutions which fail to satisfy the maintenance of effort requirement will be limited to the amount of State Work Study program funds expended during the prior fiscal year. Any funds allocated the institution beyond that amount must be expended off-campus. Finally, the institution's administrative expense allowance may be withheld or reduced.

**PROGRAM
REVIEW**

For program review purposes, the institution must at a minimum maintain the following records:

RECORD KEEPING

1. Copies of all contracts and business profiles approved by the school.
2. The job description for the position filled by the student.
3. Documentation of comparability or non-comparability.
4. Copy of student's ISIR information.
5. Copy of student's award package information, including the amount of State Work Study awarded.
6. Documentation of adjustments to the award.
7. Any other documentation necessary to support a professional judgment.
8. A time sheet record for each pay period.
9. A record of all reimbursements made to the employer for the student.
10. Documentation of student's unusual expenses in over-earning situations.
11. Record of payments to employers of the state's share of wages.

**RECORDS
RETENTION**

Records substantiating compliance with the State Work Study program requirements, and for employer reimbursement, must be maintained in accordance with RCW 40.14. This law requires that all documentation, including time sheets and job descriptions, substantiating a student's eligibility for, and receipt of, State Work Study program funds must be maintained for six years.

JOB CLASSIFICATION CODE LIST

| <u>Code</u> | <u>Description/Examples</u> |
|--------------------|---|
| 130 | Staff & Administrative Specialists (Financial, Purchasing, Personnel/Training) |
| 150 | Line & Middle Manager Specialist (Education Administrator, Medicine/Health Services Manager, Construction Manager, Food Service/Lodging Manager) |
| 190 | Other Managerial and Administrative Occupations (Credit Analyst, Underwriter, Loan Officers, Budget Analyst, Tax Preparer, Claims Processors) |
| 220 | Engineers and Related Occupations (All Engineering Disciplines, Drafter, Surveyor, Landscape Architect) |
| 240 | Natural Scientists and Related Occupations (Physical Scientist, Chemist, Biological Scientist, Medical Scientist, Technicians in Same Fields) |
| 250 | Computer, Math, Research, and Related Occupations (Systems Analyst, Programmer, Statistician, Actuary, Statistical Financial Analyst) |
| 270 | Social Scientist and Other Social, Recreation Occupations (Social Scientist, Economist, Psychologist, Social Worker, Recreation Worker) |
| 280 | Law and Related Occupations (Lawyer, Law Clerk, Paralegal, Title Searcher) |
| 310 | Teachers, Librarians, and Related Occupations (Nursing Instructor, Counselor, Teacher Aide) |
| 320 | Health Practitioners, Technicians, and Technologists (Therapist, Nurse, Lab Technician) |
| 340 | Writers, Arts, Entertainment, and Related Occupations (Writer, Editor, Announcer, Photographer, Broadcast Technician, Musician, Dancer) |
| 390 | Other Professional, Paraprofessional, and Technical |
| 430 | Sales Occupations, Services (Appraiser, Travel Agent) |
| 530 | Industry Specific Clerical Occupations (Teller, Loan Interviewer, Credit Checker, Brokerage Clerk, Investigator, Bill Collector, License Clerk, Hotel Desk Clerk, Real Estate Clerk) |
| 550 | Secretarial and General Office Occupations (Secretary, Typist, File/Bookkeeping/Payroll Clerk) |

JOB CLASSIFICATION CODE LIST
(continued)

Attachment A

| <u>Code</u> | <u>Description/Examples</u> |
|--------------------|--|
| 560 | Other Office Machine Occupations (Duplicating Machine Operator, Key punch Operator, Switchboard Operator, Mail Clerk, Messenger) |
| 580 | Material Recording/Scheduling/Dispatching, Distribution (Dispatcher, Meter Reader, Marking Clerk, Stock Clerk, Warehouse/Yard Clerk, Order Filler, Shipping/Receiving Clerk) |
| 590 | Other Clerical and Administrative Support |
| 630 | Protective Service Occupations (Fire Fighter, Police/Correction Officer, Bailiff, Fish and Game Warden, Guard) |
| 650 | Food & Beverage Preparation and Service (Baker, Cook, Butcher) |
| 660 | Health Service and Related Occupations (Dental/Medical Assistant, Nursing Aid, Ambulance Driver/Attendant, Pharmacy Assistant) |
| 670 | Commercial Cleaning Occupations (Pest Controller) |
| 680 | Personal Service Occupations (Guide, Social Welfare Service Aid, Child-Care Worker) |
| 690 | Other Service Occupations |
| 790 | Agriculture/Forestry/Fish Occupations (Forest/Conservation Worker, Nursery Worker, Farm Equipment Operator, Landscaper/Groundskeeper) |
| 810 | Production/Construction/Maintenance/Transportation Helpers, and Supervisors |
| 850 | Mechanics, Installers, and Repair (Pipelayer, Highway Maintenance Worker) |
| 890 | Precision Production Occupations (Tool and Die Maker, Machinist, Shipfitter, Jeweler, Silversmith, Sheet Metal Worker Cabinetmaker, Printer, Bookbinder) |
| 930 | Hand Working Occupations (Welder, Glazier, Engraver) |
| 950 | Plant and Systems Occupations (Water Treatment Operator, Gauger, Stationary Engineer) |
| 970 | Transportation and Material Moving Machine/Vehicle Operators (Truck/Bus/Taxi Driver, Locomotive Engineer/Firer, Aircraft Pilot/Flight Engineer, Carpenter/Painter/ Roofer Helper, Freight/ Stock Mover) |
| 999 | None of the Above |

CHAPTER II

Attachment B

INITIAL TIME SHEET EDITS

The following edits, in order as they appear on the time sheet, should be performed before time sheets are sent to the Higher Education Coordinating Board. Check these items carefully as errors can cause delays in reimbursement to valued employers. **Be aware that program guidelines state time sheets must be processed by the institution and sent to the Board within two days of receipt from the employer.**

STUDENT SECTION

Lines 1 - 4

Visual scan lines 1-4 to make sure information is generally legible and complete.

Lines 5 - 6

First and Last Days Hours Worked: The first and last day hours worked should match the first and last day hours that are **recorded** on the time sheet. In order for all records to match, this should be correct **before** it is sent to the Board. *The first and last day worked may not cover more than a 31 day period.* For example, a time sheet dated 1/10/XX to 2/15/XX contains overlapping hours from 2/10 to 2/15. A separate time sheet must be submitted for 2/10 to 2/15.

Line 7

Record of Actual Hours Worked: Hours may be recorded in either minutes, quarter hours, or decimals. Employers should record the hours worked as it is reported and paid on their payroll.

Line 8

Total Hours Worked: The sum of hours actually worked should equal total hours worked.

Lines 9 - 10

Student's Signature and Date Signed: The student **must** sign and date the time sheet on or after the last day hours were worked. The student's original signature is the only proof we have that the student actually worked the hours recorded on the time sheet. No one may sign on the student's behalf, nor may any documentation replace the correct signature and date.

The signature **must** be in pen, not pencil. If the time sheet has been signed in pencil, the student must resign.

EMPLOYER SECTION

Line 11

Rate of Pay: Only one pay rate may be recorded on a time sheet. If the student was paid at two different rates during the same period, each pay rate needs to be recorded on separate time sheets. The pay rate should fall within the pay range specified on the appropriate job description. To change a pay range and have it considered for approval, either complete the Employer Information Change Request Form after speaking directly with the employer, or request written notice from the employer.

Pay rates may only be two places past the decimal. For example, a pay rate of \$7.9555 can only be reimbursed at \$7.95. If a student is being paid such a pay rate, please verify with the employer that this is actually an hourly rate versus a salary calculation.

Line 12

Gross Compensation: Verify the gross compensation by multiplying the total hours worked by the pay rate. If it appears the student was paid incorrectly, it must be investigated.

Lines 13 - 14

Deductions: The time sheet must show the deductions taken from the student's gross compensation. The reason for recording this information is to insure that the student is being treated as a regular employee, not a contractor. (Any exception must be based on a board review and approval.)

Line 15

Net Earnings: The net earnings the student actually received.

Line 16

Name of Employing Business/Organization: The employer name should match the name completed on the contract and should match the name that is showing on the Master Listing Report. Do not use abbreviations

Line 17

Federal Identification Number: The federal identification number must be correct, and in the proper format, i.e., 99-9999999. If a **suffix** was included with the approved job description, it must be entered on the time sheet. (If contract does not have a suffix, leave suffice space blank.)

Lines 18 - 19

Supervisor's Signature and Date Signed: The supervisor **must** sign and date the time sheet on or after the last day hours were worked. The signature **must** be in pen, not pencil. If the time sheet has been signed in pencil, the supervisor must resign. A second line has been provided for supervisor's printed name.

INSTITUTION
SECTION

Lines 20 - 22

Date Received by the Institution, Authorizing Signature, and Institution Code: Each time sheet should be date stamped the day it arrives at the institution, and then if approved for payment, signed as received and authorized.

Line 23

Position Number: The appropriate position number must be filled in. The position number must correspond to the correct job title shown on the student's time sheet. If there is not a job description on file for that position number, the employer must submit one.

Line 24

Reimbursement Rate: Check the appropriate percentage of reimbursement. For special funding, write in correct percentage and the funding source (i.e., CSP, Best Self).

CHAPTER II

Attachment C

TIME SHEET ERROR REPORT MESSAGES

The Time Sheet Error Report is a list of time sheets, received by the Board and could not be processed due to one or more problems. Below is an explanation of each message that will appear on the Time Sheet Error Report, and how to make the appropriate corrections. Some of the errors found on the report will simply be keypunch errors. To submit corrections for all errors, make the correction on a copy of the time sheet and/or the edit report and return. All corrections must be initialed and dated.

**Pay Rate > Than
Max of \$_____**

The pay rate on the time sheet is greater than the maximum listed on the job description. If position number is correct, and pay rate has changed, the employer needs to submit an Employer Information Change Form to correct the rate of pay.

**Pay Rate < Than
Min of \$_____**

The pay rate on time sheet is less than the minimum listed on the job description. If position number is correct, and pay rate has changed, the employer needs to submit an Employer Information Change Form to correct the rate of pay.

To change a pay range and have it considered for approval, either complete the Employer Information Change Request Form after speaking directly with the employer, or request written notice from the employer. If it appears that the student may be performing duties not included in the current job description, instruct the employer to complete a new job description. Remember, the pay rate must be an amount equivalent to entry level rates paid to non-student employees doing the same work, and be at least minimum wage.

**Gross Amount Not Pay
rate * Hours**

The total hours multiplied times the pay rate does not equal the gross compensation recorded on the time sheet. Do not simply change the gross to match this amount. Contact the employer and determine why the time sheet does not calculate correctly and determine if the student was underpaid or overpaid. If student was paid improperly, a new time sheet should be submitted with the correct hours worked, the correct pay rate and the correct gross wages, signed and dated by both the student and the employer. Do not forward the time sheet to the Board until the correction is made.

**Overlap Start Date
Overlap End Date**

A time sheet already exists in the student history file with date(s) on this time sheet previously recorded. Check to see if there are duplicate hours, or if hours were recorded on wrong date, or note if they are adding hours to a date already submitted.

| | |
|---|---|
| Job Description Not Found | The job description was number was omitted or recorded incorrectly on the time sheet; or the job description form was not submitted or has not been approved by Board. Verify that the correct position number was entered on the time sheet or check to see if the job description has been submitted to the board, and if so, what the current status is. |
| Job Not Renewed | The employer did not return job renewal form. Contact Board to see if employer returned the job description renewal form. If the deadline for returning the form has passed, the employer will need to submit a new job description. |
| No Contract Found | No contract with this Federal ID Number was found. Check to see if number recorded on time sheet is the correct Federal ID number. Check to see if an incorrect suffix has been added or a correct suffix omitted. If a suffix was added to the contract, it must be included on the time sheet. |
| Contract Not Renewed | The employer did not return contract renewal form. Contact Board to see if employer returned the Contract renewal form. If the deadline for returning the form has passed, the employer will need to submit a new contract. |
| Contract Cancelled | The employer terminated the contract on the renewal form submitted to the Board. Employer will need to submit a new contract. |
| Job Cancelled | The employer terminated the job position on the renewal form submitted to the Board. The employer will need to submit a new job description form. |
| Duplicate in History | An Identical time sheet has already been processed. |
| Invalid Starting Date | The starting date is not in the current fiscal year. |
| Invalid Ending Date | The ending date does not exist, (i.e. recording hours on Feb 30 th – a date that does not exist), or extends into the next fiscal year. Another example would be dates incorrectly recorded as Jan 14, 1999 to Feb 20, 2000. Check with the employer to verify dates. |
| Wrong Start Date For School Year | The time sheet has dates for previous fiscal year. Remember that June and July hours must be recorded on separate time sheets. The fiscal year runs from July 1 through June 30. |

| | |
|---|--|
| Start Date out of Range | This time sheet contains a date(s) recorded before the job description approval date. Contact the Board to clarify the beginning date on the job description. |
| End Date out of Range | The time sheet contains a date(s) that extends beyond the ending date on the job description. Contact the board to clarify the ending date on the job description. |
| Same SSN with Different Name or Same Name with Different SSN | A record already exists where the name and/or social security number of the student does not match what is recorded on this time sheet. Verify the student's correct social security number. |
| SSN not Numeric | The Social Security Number contains characters that are not numeric or has too few or too many numbers. Check to make sure the Social Security Number was recorded correctly. |

Chapter III

EMPLOYER RESPONSIBILITIES

EMPLOYEE BROCHURE & HANDBOOK

A Brochure is available from the Board to promote the program with potential employees and there is a complete handbook for employers that are signing up the program. These are available in print or at the Board's website at www.hecb.wa.gov.

EMPLOYER CONTRACT

All new off-campus employers who want to hire State Work Study students must enter into an contract with the Higher Education Coordinating Board (HECB) or a public institution acting as its agent, (see Resources section). The contract confirms eligibility to participate and willingness to comply with all program requirements.

The employer must also complete the business/organization profile and submit it to the institution with the employer contract. (See Resources section). In most cases, that single contract becomes part of a statewide master list of contracts. The contract without renewal expires June 30 of the year it is filed.

Renewal

Generally, to continue participating in the State Work Study program after the initial year, an off-campus employer must complete an annual renewal form extending the terms and conditions of the contract for the following year. The Board will send the renewal form to each employer listed on the Master Contract List prior to the June 30 expiration date. In a few cases the public institution may directly renew the contract.

Any first year employer contract received by the Board between April and June will automatically be extended for the second year.

A reference copy of the State Work Study program employer contract is included in the Resources section of this manual. The text of the contract is not to be modified in any way, unless previously approved by the Board's Student Financial Aid Division.

JOB DESCRIPTION

Employers must also submit a detailed job description with pay range for each position offered to each institution at which they wish to advertise. Independent institutions must collect this information on the Board-designed job description form, (see Resources section). Public institutions may use the HECB's job description form or another of their design, as long as all data elements contained in the Board-designed form are included.

**EMPLOYEE
SELECTION AND
PLACEMENT**

Following approval of both the contract to participate in the State Work Study program and the job description form, the employer may interview prospective State Work Study program employees.

**Disclosure of Employee's
Responsibilities and
Applicant's Skills**

As a part of the employer/student interview, the student should be informed of the kinds of work required by the position, and the employer should be informed of the student's ability to fill the position so that both parties have adequate information to assess the student's ability and interest in filling the position.

**Compliance with
Civil Rights Laws**

An employer may not deny work or subject a prospective student employee to different treatment on the grounds of race, color, sex, or national origin, or any other discriminatory practices prohibited by federal or state law.

**Access to Children,
Elderly and Disabled
Individuals**

Students employed by school districts and all other agencies who are regularly scheduled and who have unsupervised access to children, the elderly, disabled, or any other vulnerable population, must comply with state regulations on background checks and fingerprinting. The school district, as well as any other employer, must determine in each specific case whether an employee has access to any vulnerable population, which is both regularly scheduled and unsupervised.

**Restrictions on
Placement**

An employer may not place a student in a position which will result in displacement of regular workers, impair existing contracts for services, be sectarian related, or is one which involves partisan or non-partisan political activity. (See II-12).

The employer must also assure that work performed by each State Work Study program student will bear relationship to the Student's formal academic program and/or area of career interest wherever possible.

**ADMINISTRATIVE
REQUIREMENTS**

The employer must agree to perform the following administrative responsibilities:

Supervision

The employer must agree to supervise, in a reasonable manner, work performed by the State Work Study student so that the responsibilities of the position are fulfilled and the student realizes educational benefits from the position

**Regulation of
Reimbursable
Hours Worked**

The employer must agree to regulate the number of SWS reimbursable hours worked so that the student does not exceed the hours specified by the institution or the total dollar amount of the student's award. A student may not work more than an average of 19 hours per week over the period of enrollment for which the student has received an award or a maximum of 40 hours per week during vacation periods.

Rest and Meal Breaks

The employer must provide student employees with appropriate rest and meal breaks as required by state labor standards as described in WAC 296-126-092.

Payment to Student

The employer must ensure that a daily record of the hours worked by each student is maintained on the appropriate form.

The employer must pay each student, at least once a month, for his or her total earned compensation less appropriate deductions, (See page III-5). As noted in the contract, payment must be made on a per-hour-worked basis, and the hourly rate of pay must be at least equal to the entry-level salary of comparable positions within the employing organization. The student may not be compensated on a completion-of-project basis.

The only exception to this guidance is for on-campus graduate assistants. On-campus graduate assistants can be paid a salary. If paid a salary, the requirement is that students attest in writing that they have worked the hours for which they are being paid.

The student must be notified whenever the rate of pay increases or decreases. The student must be paid by check or direct deposit, not cash to ensure a proper audit trail. Commissions, bonuses, or other special compensation must be paid in full by the employer and are not eligible for reimbursement.

Reimbursement

The employer must pay the student and then claim reimbursement for the state share of student compensation. In order to claim the reimbursement, the employer must submit, by the appropriate deadline, a properly completed time sheet for the payroll period. The time sheet must indicate that the employer has paid the student in full, minus appropriate deductions.

Upon receipt of a properly completed time sheet, the public institution, or the Board on behalf of the independent institutions, will reimburse the employer for the state share of the student's compensation.

The employer cannot claim reimbursement for wages earned or paid but not reported to the institution by the deadlines specified by the institution, for hours worked beyond the specified number, or for deductions, commissions, bonuses, or other special compensation paid the student.

Unemployment Compensation

Eligibility for unemployment compensation can only be determined by the Employment Security Department. As a general rule, however, if a student is employed at a public educational institution and regularly attending classes at that institution, the student is disqualified for unemployment benefits. A State Work Study student working off-campus may be eligible for unemployment benefits if the student has sufficient number of hours in the "base year." An individual must have worked 680 hours in the last four quarters to be considered eligible for unemployment benefits. These hours may be from any job(s) without regard to State Work Study eligibility.

Social Security Benefit

The IRS provides for a specific "student worker" exemption to paying FICA. The provision applies to students only if they are enrolled and regularly attending class at the college or these students' exemption during summer term, according to recent advice provided by the Attorney General's Office, a student employed on-campus who enrolls in a one credit summer course is not necessarily exempt from payment of social security. No support is given to the earlier interpretation that a student can avoid coverage for the summer quarter by pre-registering for fall courses.

The pivotal issue now appears to be if the student performs services to the school "as an incident to and for the purpose of pursuing a course of study" at such school. You are advised to work with your human resources personnel on such questions.

Students employed off-campus are mandatorily covered by social security.

Industrial Insurance

Employers should be advised to cover the student under their own insurance program as they provide coverage to all other employees.

State Retirement Membership

State Work Study students who are employed at the same public institution they attend can be exempted from membership in the State Retirement System. State Work Study students working at other public institutions or agencies must be considered for participation in the system. Consult the employer's human resources personnel for details.

Military Leave

Students can only be reimbursed for hours worked in the areas of training and experience outlined in the job description. The agency employing a student who is called for a military assignment could not seek State Work Study reimbursement for those hours.

Wage Garnishment

Wages earned under the State Work Study Program can be garnished. Once the student performs services as an employee and the money is owed to him or her, the money becomes private money and is garnishable if the student has debts that the garnishment seeks to have paid. Some exemptions to the share of the total that can be garnished do exist for example, when the case involves child support. Contact the Board should you need more information.

Record Keeping

In order to participate in the program, the employer must agree to make its payroll records for students paid under the State Work Study program available to Board staff or other State of Washington personnel for audit purposes.

**EMPLOYEE
EVALUATION**

While not a program requirement, the completion of a student performance evaluation is recommended as "good practice." Evaluations are recognized by employers and employees as valuable tools of communication to improve job performance and job satisfaction. For students new to the workforce, the evaluation is part of the learning about the workplace. Many acceptable forms for evaluation exist. An example of a written evaluation is supplied at the end of Chapter III, (Attachment A).

**COMMUNICATION
WITH INSTITUTION**

The employer must notify the institution of any change affecting the student's employment. The institution should be notified if a student is not performing satisfactorily or if other adjustments are necessary to affect a better working relationship.

If satisfactory resolution cannot be reached between an employer and an institution, the matter should be referred to the Board.

**PUBLIC INSTITUTIONS
AS EMPLOYERS**

Employer Contract

Public, and a few independent, institutions of postsecondary education may act as State Work Study employers. It is not necessary for the public institution to complete a separate employer contract form. The institution, as the employer, must adhere to the provisions of the Institutional Agreement to Participate, the State Work Study program rules and regulations, and the guidelines found in this manual.

Job Description

A complete job description must be on file for each position filled with a State Work Study student, including a record of the hourly rate of pay, percentage of reimbursement, job duties to be performed, a statement of educational benefits to be derived, and minimum qualifications required to fill the position.

Documentation must also be on file if the position filled is considered by the institution as non-comparable to a Washington Personnel Resources Board (WPRB) higher education classification.

Unique Responsibilities

In addition to the employer responsibilities noted above, the institution, when acting as employer, must assure that:

1. Employment of State Work Study program students shall only supplement and not supplant positions under the jurisdiction of the WPRB;
2. State Work Study students will not fill positions currently or formerly occupied by classified employees;
3. All positions established which are comparable shall be identified to a job classification under the WPRB's classification plan and will be paid entry-level WPRB wages for the position. All other positions will receive compensation equal to the entry-level salary of comparable positions. (See pages II-14 through II-17 of these Guidelines for detail regarding the determination of WPRB comparability);
4. Employment made available to non-resident students under this program will not be augmented by other on-campus employment which would result in a change of residency status for tuition and fee purposes;
5. Placement of students in on-campus positions at public postsecondary institutions will not result in a level of employment in any budget program in excess of a formula staffing percentage specifically mandated by the Legislature;
6. Pertinent records relating to State Work Study student employment should be maintained; and
7. Program rules and regulations and program guidelines in the employment of students must be complied with.

NON-SECTARIAN INDEPENDENT INSTITUTIONS AS EMPLOYERS

A few non-sectarian independent institutions are permitted to employ students on campus. For the most part, these institutions still retain the Board process for reimbursing employer time sheets.

Attachment A

STUDENT'S NAME: SSN:

JOB TITLE: _____ EMPLOYER: _____

QUALITY OF WORK

(1 = Needs Improvement; 3 = Meets Expectations; 5= Excellent)

| | | | | | | |
|----------------------------------|---|---|---|---|---|----|
| UNDERSTANDING OF ASSIGNED DUTIES | 1 | 2 | 3 | 4 | 5 | NA |
| QUALITY OF PERFORMANCE | 1 | 2 | 3 | 4 | 5 | NA |
| ABILITY TO ORGANIZE WORK | 1 | 2 | 3 | 4 | 5 | NA |
| QAULTY OF WORK PERFORMED | 1 | 2 | 3 | 4 | 5 | NA |
| ASSUMPTION OF RESPONSIBILITY | 1 | 2 | 3 | 4 | 5 | NA |

COMMENTS:

DEPENDABILITY

(1 = Needs Improvement; 3 = Meets Expectations; 5= Excellent)

| | | | | | | |
|-------------------------------------|---|---|---|---|---|----|
| PERFORMANCE WITH DIRECT SUPERVISION | 1 | 2 | 3 | 4 | 5 | NA |
| ADHERENCE TO SPECIFIC WORKING HOURS | 1 | 2 | 3 | 4 | 5 | NA |
| DEPENDABILITY IN MEETING DEADLINES | 1 | 2 | 3 | 4 | 5 | NA |
| INITIATIVE IN PERFORMANCE OF DUTIES | 1 | 2 | 3 | 4 | 5 | NA |
| INTRODUCES NEW IDEAS RE: DUTIES | 1 | 2 | 3 | 4 | 5 | NA |

COMMENTS:

OTHER CHARACTERISTICS

(1 = Needs Improvement; 3 = Meets Expectations; 5= Excellent)

| | | | | | | |
|--|---|---|---|---|---|----|
| TACT & DIPLOMACY WITH OTHERS | 1 | 2 | 3 | 4 | 5 | NA |
| COMPOSURE/EFFECTIVENESS | | | | | | |
| UNDER PRESSURE | 1 | 2 | 3 | 4 | 5 | NA |
| EFFORTS TOWARDS SELF IMPROVEMENT | 1 | 2 | 3 | 4 | 5 | NA |
| COMMUNICATION WITH OTHERS | 1 | 2 | 3 | 4 | 5 | NA |
| ATTITUDE TOWARDS RECEIVING SUPERVISION | 1 | 2 | 3 | 4 | 5 | NA |
| GROOMING & SUITABILITY OF DRESS | 1 | 2 | 3 | 4 | 5 | NA |

COMMENTS:

OVERALL EVALUATION OF EMPLOYEE'S CONTRIBUTION

| shows improvement since last formal appraisal | yes | no | n/a |
|---|-----|----|-----|
| | | | |

EMPLOYEE RESPONSE

The above evaluation is a fair and accurate appraisal of my job performance yes no

STUDENT SIGNATURE

DATE _____

SUPERVISOR SIGNATURE

DATE _____

Chapter IV

Higher Education Coordinating Board Responsibilities

**OVERALL
ADMINISTRATIVE
RESPONSIBILITIES**

The Higher Education Coordinating Board maintains ultimate administrative responsibility for the State Work Study program. The Board will establish program rules and regulations and provide additional guidelines and other materials pertinent to the administration of the program.

Advisory Committee

Board staff will periodically convene an advisory committee to provide recommendations on matters related to the direction and administration of the State Work Study program. The Board will also assemble its advisory committee to make recommendations concerning the factors to be considered in determining institutional allocations of State Work Study program funds.

The committee may include, but need not be limited to, representatives of public and private community colleges, technical colleges, and four-year institutions of higher education; vocational schools; students; community service organizations; public schools; business; and labor. When selecting the committee, the Board will consult with institutions of higher education, the State Board for Community and Technical Colleges, the Work Force Training and Education Coordinating Board, and appropriate associations and organizations.

**INSTITUTIONAL
RESERVE OF FUNDS**

The Board shall annually develop a reserve of funds for the body of students at each eligible participating institution. Institutions will be notified of funds available by May 1 of the year prior to the academic year in which awards will be given, or within a reasonable period after the legislative appropriation becomes known, whichever is later.

**MONITOR
EXPENDITURES**

Board staff will monitor institutional expenditures to ensure proper distribution and full utilization of funds. If it is determined that an institution is unable to utilize all of the funds allotted for its students, Board staff, following communication with the institution and 30 days written notice, will reduce the institution's allocation accordingly.

**EMPLOYER
CONTRACTS**

The Board will enter into contracts with, and make payments to, employers of students attending private institutions. Off-campus employers will be required to complete only one contract that will expire June 30. Annual renewal forms activating the contracts on file with the Board will be mailed to all eligible off-campus employers prior to the expiration date.

Master Contract List

The Board maintains a master contract list for most off-campus employers. After approving a contract, the Board adds the employer data to the master list. The master list is available at the secured portion of the Board's web site at <http://www.hecb.wa.gov/hecblogin/login.asp>. The file can be viewed in a variety of formats and sorts.

BOARD REVIEWS

Any violations of program requirements that cannot be resolved by the institution are to be reported to Board staff. If satisfactory resolution cannot be made by Board staff, the State Work Study Program Advisory Committee will review the appeal and make a recommendation to Board staff on the disposition of the appeal. If satisfactory resolution still cannot be achieved, the person or institution initiating the appeal may request a hearing with Board staff, which shall take action on the appeal.

Violations of program requirements may result in corrective action requiring an employer or institution to make monetary restitution either to student employees or the Board as appropriate to the infraction.

**DATA
COMPILATION**

In order to determine the scope of the recipient population, the Board will gather information describing the population served and the modes of packaging used.

**PROGRAM
REVIEWS**

The Board will periodically review administrative practices to determine compliance by institutions and employers with rules and regulations and program guidelines. If such a review determines that there is a failure to comply with program rules and regulations or guidelines, the Board may suspend, terminate, or place conditions upon participation in the program and require reimbursement of the students affected or the Board.

Program reviews also provide the opportunity for individualized technical assistance and training. The review usually consists of an entrance interview, individual student file/re-cord review, and an exit interview. Depending on the findings of the review, additional follow-up may be required.

Chapter V

STUDENT RESPONSIBILITIES

**STUDENT
HANDBOOK**

A handbook is available from the Board to explain the program and work study, in general, to students. These can be ordered in print for student orientations or can be viewed at the board's website.

**STATE WORK
STUDY AWARD**

In order to participate in the program, a student must have been determined eligible and awarded State Work Study by the institution.

INTERVIEWS

Once a student has been awarded State Work Study program eligibility, he or she must interview with prospective employers for possible employment opportunities.

**EMPLOYEE
RESPONSIBILITIES**

A student who is employed in a State Work Study program position accepts responsibility to fulfill the employment obligations. The student must accurately complete time sheets and submit them by the employer's deadlines. The student and supervisor must track hours worked to prevent overaward.

**FINANCIAL AID
RESPONSIBILITIES**

Each State Work Study program student must report any changes affecting his or her State Work Study eligibility, enrollment, or financial aid status to the institution.

**CONTINUED
ELIGIBILITY**

Each State Work Study program student must maintain continued eligibility to participate in the program, including the requirement to satisfactorily complete at least the minimum number of credit or clock hours as required by the institution for receipt of financial aid.

**PENALTY FOR
FALSE
INFORMATION**

Any student who is awarded State Work Study program funds as a result of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil and criminal penalties.

Chapter VI

FULL-TIME (SUMMER) STATE WORK STUDY

PURPOSE

The primary purpose of full-time/summer State Work Study program employment is to provide the student with an opportunity to save money for the upcoming period of enrollment.

ELIGIBILITY

An eligible student may work as much as full-time during any one term (fall, winter, spring, or summer) during which he or she is on official break from regular class enrollment, provided the student assumes half-time or more enrollment the following term.

To be eligible the student must:

1. Demonstrate sufficient need for the coming academic year as anticipated in the calculated contribution from State Work Study savings requirement;
2. Indicate an intention to enroll at the institution the following term. An official eligibility document with an analysis on file for the following year is acceptable documentation as is the student's written statement; and
3. Meet other student eligibility criteria found in Chapter I.

Enrollment Status

A student who is enrolled, as defined by the institution, half-time or more during the full-time State Work Study official break, usually summer term, is determined to be in "student status" and is limited to working no more than an average of 19 hours per week.

An individual is not considered to be in "student status" (and thereby eligible for this option) if he or she enrolls less than half-time during this period, and pays for related educational expenses with personal resources (as opposed to any form of student financial aid).

Enrollment Status
(continued)

The State Work Study program is designed primarily as a part-time employment program. If a student enrolls half-time or more during a portion of the summer term (i.e., mini-session), the student is in student status during this mini-session and is limited to working no more than an average of 19 hours during this period. When the student has completed the period of enrollment and is on official break between terms, the student is no longer considered to be in "student status" and may work 40 hours per week. The institution should place documentation in the student's file noting the length of the enrollment period during summer term or be prepared to reconstruct the circumstances for program review purposes.

If a student is enrolled in a series of mini-sessions over the summer and in total shows enrollment for the term of more than half-time credits, the State Work Study eligible student is limited to working 19 hours per week unless the institution is willing to provide detailed documentation in the student's file about the student at no one time being enrolled for half-time or more.

All other eligibility criteria specified in WAC 250-40-040 and restrictions on student placement and compensation specified in WAC 250-40-040 and in these guidelines apply to student full-time/summer State Work Study program eligibility.

**CONTRIBUTION
FROM FULL-TIME
SUMMER SWS**

Forty percent of a student's full-time/summer State Work Study gross or net earnings must be applied as a resource toward the upcoming academic year educational costs. The 40 percent savings can contribute to the student's share of the expected family contribution determined through FM. If this option is employed, the file should be clearly documented. The 40 percent savings expectation cannot be replaced with an unsubsidized loan or waived in calculating PLUS loan eligibility.

**TRANSFER
STUDENTS**

In cases of eligible students using the (summer) full-time option and then transferring to another eligible institution, the "sending" institution can document the students' intent to enroll by collecting proof of admittance along with proof of financial need and award mention earlier in this chapter. The "sending" institution is responsible to notify the "receiving" institution of the student's status as a recipient of full-time State Work Study and to notify them of the student earnings. The "receiving" institution is responsible for reflecting the resource in the student's calculated need.

**OUT-OF-STATE
EMPLOYMENT**

Full-time/summer State Work Study program students may be employed out-of-state should a career or academically related position be available. Prior to job placement, the out-of-state employer must submit an employer contract to the Board for approval and complete a detailed job description form for each position.

**SOCIAL SECURITY
EXEMPTION**

The IRS provides for a specific "student worker" exemption to paying FICA. The provision applies to students only if they are enrolled and regularly attending class at the college or university where the work is done. Institutions are charged with developing the definitions used to apply the exemption.

Students employed off-campus are mandatorily covered by social security.

**STATE RETIREMENT
SYSTEM**

State Work Study students who are employed at the same public institution they attend can be exempted from membership in the State Retirement System. Otherwise State Work Study students must be considered for participation in the system.

Chapter VII

STATE/FEDERAL WORK STUDY ADULT LITERACY PROGRAM

PURPOSE

The State/Federal Work Study Adult Literacy program links State Work Study program eligible college students with community efforts to combat illiteracy in the state of Washington. The purpose of the program is to assist illiterate adults by creating opportunities for students to work as tutors and administrative support staff for the Adult Literacy Service Providers (ALSP). Multiple benefits will be achieved with state dollars by providing postsecondary students with additional options to gain financial aid while they provide a much needed service to their communities.

Program History

The program was originally developed in the mid 1980's as a partnership with the Washington Financial Aid Association. In addition, the program has been coordinated with a number of interested parties, gaining the support of the Regional Office of the U. S. Department of Education, Washington Literacy, the State Board for Community and Technical Colleges, the Office of the Superintendent of Public Instruction, the Washington State Association of Student Employment Administrators, and with the Adult Literacy Division of the U. S. Department of Education in Washington, D. C.

STATE/FEDERAL WORK STUDY MATCH

In a planned exception to State Work Study program regulations, the program approves utilization of Federal Work Study program dollars as a match to State Work Study program funds at maximum ratio of 20% FWS to 80% SWS. At the option of the institution, the ratio may be adjusted or institutional/agency funds may be substituted for the Federal Work Study portion. However, the goal of the program is the creation of tutorial and other support staff positions at minimal or no cost to the state's ALSPs. Literacy providers are typically limited-budget, nonprofit, volunteer-based organizations who have not been able to afford even the minimal costs associated with the subsidized employment of students.

**STATE
WORK STUDY
RULES EXCEPTION**

A technical change was made in the State Work Study program rules and regulations (WAC 250-40-050) to authorize the State Work Study/Federal Work Study match for adult literacy placements. The Federal Work Study program cannot be used to provide the employer share of student compensation except when used for placement of students in tutorial or other support staff positions with adult literacy service providers in the state of Washington who meet guideline criteria for participating in the Adult Literacy Program.

**STUDENT
ELIGIBILITY**

Employed students need to be eligible concurrently for both Federal Work Study and State Work Study program funds and subject to the rules governing each program.

**ELIGIBLE
PLACEMENT SITES**

To be an approved placement site, an ALSP must be a nonprofit agency. In addition, an ALSP must be located in a community college adult basic education (ABE) program, a technical college program, one of the literacy councils designated by Washington Literacy, or a state-approved nonprofit literacy organization.

A community college or technical college ALSP may hire eligible students from its own institution, other community colleges, technical colleges, four-year public institutions, or independent institutions.

The literacy councils may also hire eligible students from all institutional sectors. However, because independent schools may not serve as a disbursing agent for State Work Study program funds, (church/state issue), their students may only be hired by an ALSP which can serve as an "employer of record" or one which is located at a community college or technical college.

To be legally and fiscally eligible to serve as an "employer of record," placement sites must have an IRS 501(c)(3) tax standing.

**LITERACY
COUNCILS:
PLACEMENTS FROM
PUBLIC
INSTITUTIONS**

Some placement sites have limited or no operating budgets. In such cases, public institutions may be able to serve as "employer of record" for the literacy site. This means the literacy council will be responsible for on-the-job supervision and verifying the time worked, while the student's institution will generate the paycheck and assume the employer share of benefits. It is the responsibility of the parties involved to determine which sites are eligible to serve as "employer of record."

Literacy Councils

In order for a literacy provider to be eligible for State Work Study/Federal Work Study reimbursement, they must be able to complete and abide by the conditions of the State/Federal Work Study Adult Literacy Program Employer Contract.

Literacy Providers

A complete list of eligible literacy agencies can be obtained for a small fee by calling the Washington State Literacy Hotline at 1-800-323-2550. The Literacy web site is: www.waliteracy.org.

Eligible Positions

The goal is to employ State Work Study program students in programs serving illiterate adults. Appropriate student placements are one-to-one tutoring (in the ABE program, this includes all levels of ABE and English as a Second Language (ESL) coursework) and administrative support staff positions with responsibilities such as assisting the volunteer coordinator, recruiting adult learners, raising funds, and performing receptionist/clerical duties.

**Priorities in
Student Placements**

Within the guidelines noted above, State Work Study program administrators are encouraged to determine the priority placement needs of the ALSPs. For example, it may be that administrative support positions will assist the providers more effectively than additional one-to-one tutoring placements. At many sites, the obstacle that prevents expansion of the program (and an increase in the number of tutors and adult learners) is not lack of tutors, but lack of staff to coordinate matching and scheduling tutors with the learners.

Training

Training must be provided by the ALSP and students must be paid for the hours required during the training period.

Wage Guidelines

Although this program focuses on community service, the primary purpose of the Washington State Work Study program is the provision of student financial aid. Work opportunities allow students to earn money to pay for rising college costs. Students participating in the program should be compensated fairly, in a manner that recognizes the level of skills, duties, and responsibilities required for the various positions.

PUBLIC INSTITUTIONS

Wage Rates

Context: Public institutions of postsecondary education must, by law, pay Washington Personnel Resources Board (WPRB) higher education level wage rates for positions that are comparable to those encompassed within WPRB classifications. The entry level wage for the lowest position in the WPRB clerical series, as of 7/1/01 will be \$9.82 per hour. It is thought that reimbursement of tutorial positions should be equal to or greater than clerical positions.

Placement

Placements at Literacy Councils:

Where the ALSP salary data for similar tutorial, clerical, or administrative duties do not exist, it is recommended that the starting wage should be no less than \$9.82 per hour.

The job description should be developed and the wage rate set by the ALSP even when the school is serving as "employer of record" for the ALSP. The WPRB higher education wage rates do not govern off-campus placements even though the school serves as "employer of record." The ALSP is charged with the responsibility of ensuring that different wages are not paid to student employees from different schools when performing similar work.

These recommended wage guidelines are understood to be compatible with the State Work Study program statute and consistent with guidelines governing the administration of the Washington State Work Study program. (See II-14 to II-17 of the manual.)

Students from public institutions may be employed by the ALSP on their own campus, by an ALSP at a community college or technical college, or by one of the literacy councils designated by Washington Literacy.

Employer Contract

If a student is employed off-campus, the student's institution will need to enter into a State/Federal Work Study Adult Literacy Program Employer Contract with the ALSP. (A copy of the contract is located in the Resources section of this manual.)

Processing Time sheets and Reimbursements

The ALSP is responsible for on-the-job training and supervision, verification of hours worked, and submittal of time sheets to the institution.

If a student is employed by an ALSP off-campus, and the ALSP is considered the "employer of record", the ALSP pays the student and submits a time sheet to the student's institution. Processing of the employer's reimbursement is handled in the usual manner.

However, if a student is employed by an ALSP off-campus, and the institution is considered the "employer of record," the student's institution will process time sheets, generate paychecks, and assume the employer share of benefits for student wages.

If institutional funds are used to provide the match to State Work Study in lieu of Federal Work Study dollars, written documentation should be developed to reflect this arrangement.

INDEPENDENT INSTITUTIONS

Students from independent institutions may be employed at any of the ALSPs that are able to serve as "employer of record." These include literacy councils with an IRS 501(c)(3) tax standing, technical colleges, and community college adult education departments.

Employer Contracts

The employing ALSP will need to enter into a State/Federal Work Study Adult Literacy program employer contract with the Board or a public institution. (A copy of the joint contract may be found in the Resources section of this manual.)

If institutional funds are used to provide the match to State Work Study in lieu of Federal Work Study dollars, written documentation should be developed to reflect this arrangement.

As "employer of record," the ALSP is responsible for generating paychecks and assuming the employer share of benefits for student wages.

Processing Time Sheets

The ALSP employing students enrolled at independent institutions will submit time sheets to the student's institution. Processing of the State Work Study reimbursement portion is handled in the usual manner (original sent to the Board for preparation of a state reimbursement warrant).

However, a photocopy of the time sheet must be sent by the institution to its accounting office to activate a reimbursement check from Federal Work Study funds or institutional monies if substituted for the latter. If institutional funds are used to provide the match to State Work Study, in lieu of Federal Work Study dollars, written documentation should be developed to reflect this arrangement. Thus, for each time sheet submitted to an independent institution, the ALSP will receive two reimbursement checks.

Chapter VIII

COMMUNITY SERVICE INITIATIVES

**FEDERAL
LEVERAGING
EDUCATIONAL
ASSISTANCE
PARTNERSHIP
(LEAP) PROGRAM**

The federal Leveraging Educational Assistance Partnership (LEAP) program, (formerly State Student Incentive Grant or SSIG) (federal catalog number CFDA 84.069A) regulations encourage states to spend a portion of the funds on community service-learning job initiatives employing Work Study eligible students. For reporting purposes, institutions will receive notice from the Board when these federal funds are a part of their expenditure. Generally, the state reports these on behalf of public institutions. Independent institutions report these directly to the federal government.

**WASHINGTON
STATE
RESPONSE**

The Washington State Legislature responded to this challenge by passing Senate Resolution 1988-8735, requesting the Higher Education Coordinating Board establish community service outreach programs using existing State Work Study program funds and federally-funded LEAP funds to create or fund community service efforts. In 1994, the Legislature acted to revise the State Work Study statute to further encourage community service placements.

DEFINITION

Except as further defined in the 100 percent option, (VIII-2) off-campus community service employers are those organizations designed to deliver services to improve the quality of life for residents of the community serviced, particularly low-income residents, in such fields as health care, child care, education, literacy training, welfare, social services, public safety, crime prevention and control, transportation, recreation, housing and neighborhood improvement, rural development, and community development. Community service placements are further defined to include direct service, planning, or applied research.

**MULTIPLE
OPTIONS**

There are several options designed to encourage the placement of students in community service. These options include:

1. An 80 percent reimbursement rate for off-campus community service positions meeting the definition;
2. A 100 percent reimbursement rate for certain off-campus employers in selected circumstances; and

3. Selection in a competitive process for funding of a community service project.

**80 Percent
Reimbursement Rate**

This option can be used within the current State Work Study (SWS) allocation. Using the option, the institution can extend an improved rate of reimbursement to off-campus employers for community service placements. Instead of the normal 65 percent maximum reimbursement, an 80 percent reimbursement can be extended. NOTE: As in any other placements, the reimbursement rate applies only to wages. Employer share of employee benefits remain the responsibility of the employer.

**100 Percent
Reimbursement Rate**

This option can be used within the current SWS allocation. Using the option, the institution can grant a 100 percent employer reimbursement for eligible community service placements with off-campus private, non-profit community service organizations who, in the judgment of the aid administrator, need the financial assistance and can provide an otherwise strong student placement. Public schools and governmental agencies are not eligible under this option but the institution can grant the 80 percent option to these employers. NOTE: As in other placements, the reimbursement rate applies only to wages. Employer share of employee benefits remain as the responsibility of the employer.

**Community Service
Projects**

This opportunity generates funding in addition to the current SWS allocation. In the competitive process, the Board releases a request for proposal (RFP). Institutions respond to the RFP with proposed projects designed to focus the work of a group of work study eligible students on a particular community need. Selected projects receive funding that is a combination of SWS and LEAP dollars, for wages allowing for 100% employer reimbursement and a small administrative grant. Regular progress reports are required and additional year-end detailed reports are required so that money can be correctly attributed.

Job Descriptions

Independent Institutions:

Independent institutions follow the same procedures for 80 and 100 percent reimbursement options as is done for regular State Work Study **with one exception**. The institution must submit separate job description forms reflecting a position number unique to either the 80 or 100 percent reimbursement rates. A unique position number matched to a correctly completed time sheet ensures a correct employer reimbursement.

Public Institutions:

Public institutions, like independent institutions, should develop a procedure to internally code the 80 percent or 100 percent reimbursement rates in order to correctly reimburse community service placements within the regular State Work Study allocation.

GEAR UP

Program Purpose

The purpose of the GEAR UP program is to help low-income disadvantaged students, mostly middle and high school students, prepare for and succeed in higher education.

There are two types of GEAR UP Projects within the state of Washington. The **Scholars Projects** are administered by the Higher Education Coordinating Board (Board) with selected community organizations or contractors. **Local Partnerships Projects** are administered by community agencies and are not directly associated with the HECB.

For **Scholars Projects** only, the Board reserves a predetermined amount of State Work Study funding to help pay college students who tutor, mentor and work in these specific projects. For institutions making these placements, funds in addition to normal reserves are made available.

**Program History
Scholars Projects
GEAR UP**

Congress created the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) in 1998. The program evolved from an earlier program called the National Early Intervention and Scholarship program (NEISP).

The Higher Education Coordinating Board enters into contracts to provide GEAR UP services through local community agencies. These contracts result in “**Scholars Projects**.”

**SWS/Scholars Project
Partnership-Revised
Process Summary**

Scholars Projects sites contract and advertise like any other SWS employer.

Scholars Project contractors will mail job descriptions to the institutions from which they are interested in recruiting students. The reimbursement rate is set at 80 percent.

As placements are made funds are transferred from the Board’s GEAR UP SWS reserve to the institution. The funds are in addition to the regular SWS funds and are tracked separately.

The reserved amount appears on the SWS Award Letter as a separate reserve titled “Scholar Project GEAR UP”. This is similar to how special funding is currently handled for community service projects and allows the institution to operate its packaging and monitoring systems as it does for other funds.

Over time it is expected that an initial reserve of this funding for schools with students regularly participating will be established. Funding for these Scholars Projects, however, is “year-to-year” and is not expected to become part of the institution’s permanent base.

In processing employer reimbursements, schools follow normal procedures with two exceptions:

1. Public schools draw cash under the “Scholar Project GEAR UP” category on the Cash Request form.
2. Independent schools assign unique position numbers 750 through 760 to job descriptions so that the source of the funding to pay the reimbursement is distinguished from their regular SWS funding.

**HECB SCHOLARS
PROJECT SITES**

**Special SWS Allocation
& Special Rules**

The current **Scholars Projects sites** are located at:

Grays Harbor County

Contractor WSU/Grays Harbor County

Tutoring Sites: Harbor High School, Elma Middle School and High School, Aberdeen Middle School and High School, Hoquiam Middle School and High School, WSU Extension Office

Site Contact: Doris Torkelson (360) 538-2177

Inchelium

Contractor: Radical Change

Tutoring Sites: Inchelium School

Site Contact: Christina Seymour (509) 722-6181

Spokane

Contractor: Radical Change

Tutoring Sites: Havermale Alternative High School and middle schools and high schools

Site Contact: Dorie Munson (509) 354-6489

Tacoma

Contractor: Metro Parks

Tutoring Sites: Metro Parks, Portland Avenue Center, People's Center and Tacoma area middle schools

Site Contact: Sheila Sawyer (253) 573-2398

Wapato

Contractor: Northwest Learning and Achievement (NLA) Group

Tutoring Sites: Wapato Community Center

Site Contact: Mike Welton (509) 877-0922

Quincy

Contractor: NLA Group

Tutoring Sites: Quincy Jr. High School, Quincy High School and Central Washington University - *distance tutoring*

Site Contact: Kirsten Escure (509) 797-8820

Seattle

Contractor: Seattle School District

Tutoring Sites: Denny Middle School, Chief Sealth High School

Site Contact: Vernesta Mackey (206) 252-8950

Taholah

Contractor: Taholah School District

Tutoring Sites: Taholah School and Central Washington University - *distance tutoring*

Site Contact: Rod Gardner (360) 279-9928

Yakima

Contractor: Yakima School District and NLA

Tutoring Sites: Washington Middle School, Davis High School, and Eisenhower High School

Site Contact: Starla Gable (509) 573-2345

HECB Scholar Projects Administration

Contact: Susan St. George (360) 753-7807

**NON-HECB LOCAL
GEAR UP
PARTNERSHIP
PROJECTS -**

**Regular SWS
Allocation & Rules Apply**

It is important to distinguish that placements in **Local Partnership Projects, do not have access to this special SWS funding.** SWS placements for Local partnership Projects must be made using the regular SWS allocation.

Current **Local Partnership sites** are located at:

Heritage College GEAR UP Alliance

Contractor: Heritage College

Tutoring Sites: Franklin Middle School, Lewis and Clark Middle School, Washington Middle School, Wilson Middle School

Site Contract: Ray Navarro (509) 543-6700

Mid-Columbia Basin GEAR UP

Contractor: Columbia Basin College

Tutoring Sites: McLouglin Middle School, Stevens Middle School, and Pasco High School

Site Contract: Debbie Dougan (509) 543-6700

Pierce College GEAR UP Partnership

Contractor: Pierce College-Puyallup

Tutoring Sites: Keithley Middle School and Washington High School

Site Contact: Connie Brown (253) 537-0211, ext. 4438

Renton Community GEAR UP Partnership

Contractor: Pierce College-Puyallup

Tutoring Sites: Dimmitt Middle School Renton High School

Site Contract: Barbara Fujita (425) 204-2880

Seattle Early Scholars Outreach GEAR UP Partnership

Contractor: University of Washington

Tutoring Sites: African American Academy, AKI Kurose Middle School, ASA Mercer High School, Madrona School,

Seattle Early Scholars Outreach GEAR UP (con't)

Meany Middle School, Seahawks Academy and Zion
Preparatory Site Contact: Lette Hadgu (206) 543-6436

Lower Yakima Valley GEAR UP Partnership

Contractor: NLA Group

Tutoring Sites: Harrison Middle School, P.R.I.D.E. High School, Sunnyside High School, Toppenish Middle School, Toppenish High School, Artz Fox Elementary School, Mabton High School, Granger Middle School, Granger High School, Grandview Middle School, Grandview High School, Zillah Intermediate, Zillah Middle, Zillah High School, Yakima Nation School, Mount Adams Middle School, and White Swan High School

Site Contact: Loueta Johnson (509) 574-6810

WSU GEAR UP Partnership

Contractor: Washington State University, Tri Cities

Tutoring Sites: Chief Moses Middle School, Frontiers Middle School, Soap Lake Middle School, Warden Middle School, Sager Middle School, Meadow Brook Intermediate, Touchet Jr/Sr High School, Prescott Elementary, Prescott High School, Garrison Middle School, and Pioneer Middle School

Site Contact: Dr. Yolanda Flores Niemann (509) 372-7278

Wenatchee GEAR UP Partnership

Contractor: Wenatchee School District

Tutoring Sites: Orchard Middle School

Site Contact: Carolyn Griffin-Bugert (509) 667-8392

The Evergreen State College GEAR UP Partnership

Contractor: The Evergreen State College

Tutoring Sites: Lochburn Middle School, Woodbrook, and Oakville Middle and High School

Site Contact: Phyllis Lane (360) 867-6000

Central Washington University GEAR UP Partnership

Contractor: Central Washington University

Tutoring Sites: Royal Middle School, Schott Middle School, McFarland Middle School, Tieton Middle School, and Housels Middle School

Site Contact: Dr. Jeanette Morales (509) 963-1253

ACCESSING THE SECURE WEB SITE

SWS Master Contract List, along with independent institution's Job Descriptions, independent institution's Student Payment History and a Payment Summary for both independent and public institutions are available for downloading off the Board's information website for Financial Aid Professionals. There is limited access for selected employers to view their payments on-line, too. The web site data is updated every 24 hours.

WEB SITE REGISTRATION INSTRUCTIONS

The site is password protected because the data contains sensitive student information. You must register and receive access confirmation before the files can be viewed or downloaded.

To register go to: <https://fortress.wa.gov/hecb/secure/login.asp>

- Click on the "Register" button
- Fill in the registration information
- Password must be at least eight characters in length, contain at least one numeric, one alpha and one of these three special characters: @, # or \$ (example: instruct@1)
- You will be contacted for verification purposes and notified when access has been activated

ACCESSING WEB SITE DATA

After you receive notification of access:

- Go to <https://www.hecb.wa.gov/hecblogin/login.asp> to log onto the web site
- Enter your complete email address and the password you supplied at registration
- A "HECB MENU" page will appear displaying the web pages you have access to
- Click on the web page you wish to view. *(The length of time that it will take to open the web page will depend on your individual computer and internet browser)*
- Depending on the web page selected, you may have additional options and search criteria
- Soon Institutions will designate a person to control Access to this site.

WEB SITE DOWNLOAD INSTRUCTIONS

To download any of the files from the web:

- Log on to web site
- Select from the various Menu choices for the file you wish to view
- Perform search according to your selection criteria
- Click on "Save this page as an Excel document" or "Save this as a Text-only document"
- You will be prompted to either "Open" the document directly from the web site or "Save" the document to your own computer's hard drive
- Open Email
- If you choose "Open" the Excel spreadsheet (.exe) or text-only file (.txt) will appear on your screen and you can then view it or save it
- If you choose "Save", you must choose the location you will save the Excel spreadsheet (exe) or the text-only file (.txt) on your computer, then click "Save" in the save dialog box
- When the download completes, click on "Close" to close the web site dialog box
- Then go to the location of the saved Excel spreadsheet (.exe) or text-only format (.txt). In Excel, you can delete, hide, or move columns and perform a variety of sorts by clicking on the tool bar "Data", then "Sort". You can also manipulate the data within the text-only file however you wish.
- Should you receive an error message, you may gain a better result through narrower search criteria.

[Login](#)

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Password:

Login

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LOGIN.ASP V.3.1



Washington Higher Education Coordinating Board | 917 Lakeridge Way | PO Box 43430 | Olympia, WA 98504-3430 | 360.753

State Work Study Employers As Of 4/22/2003 7:03:13 AM

| Search Criteria | | | |
|---|---|---------------------------|--------------------------------|
| Search Field: | <input type="radio"/> Fed ID <input checked="" type="radio"/> Name <input type="radio"/> City | | |
| Search Criteria: | <input type="text"/> | | |
| Date Range: | <input type="text"/> All | Sort Order: | <input type="text"/> Name |
| Employer Status: | <input type="text"/> All Employers | Employer Type: | <input type="text"/> All Types |
| <input type="checkbox"/> Display search criteria with search results. | | Show 50 records per page. | |
| <input type="checkbox"/> Download an Excel file of this query (will not display results on screen). | | | |
| <input type="button" value="Search for Employers"/> | | | |

[[Create a new Query](#)]



State Work Study Employers As Of 4/22/2003 7:03:13 AM

| | | <div>Goto Page ?</div> | | <div>Next Page >></div> | | <div>Last Page >> </div> |
|----------------------------|------------|------------------------|----------------------------------|-------------------------------|----------------|--|
| Page 1 of 58 | | Total Records = 2887 | | | | |
| Contract Status | Federal ID | Type | Name | Contact | Phone Number | Address |
| 2002 - Renewed Employer | 91-1748628 | Private for Profit | 3 CITIES INC KXXO RADIO | TONI HOLM | (360) 943-9937 | PO BOX 7937 OLYMPIA, WA 98507 |
| 2002 - Eligible Employer | 91-2144303 | Private for Profit | 3 TTTS MOBILE FLEET SERVICE | JAIME MCCALISTER | (503) 577-2840 | 4370 GREEN MTN RD KALAMA, WA 98625 |
| 2002 - Renewed Employer | 48-1271650 | Private for Profit | 4TH AVENUE COFFEE CO LLC | JEFF PENNA | (509) 466-8687 | 1505 W 4TH AVENUE SPOKANE, WA 99204 |
| 2002 - Renewed Employer | 91-1188672 | Private for Profit | A 1 ACCOUNTING | MICHAEL COPAS | (509) 325-0751 | 621 W MALLON SUITE 507 SPOKANE, WA 99201 |
| 2002 - Renewed Employer | 91-1148626 | Private for Profit | A BIT OF HOME DAY CARE CENTER | LINDA GRAHAM | (509) 535-9335 | 1016 S EASTERN ROAD SPOKANE, WA 99212 |
| 2002 - Renewed Employer | 91-0787792 | Private Non-Profit | A CONTEMPORARY THEATRE INC | STACY BRANUM | (206) 292-7660 | 700 UNION ST SEATTLE, WA 98101 |
| 2002 - Renewed Employer | 91-2002311 | Private for Profit | A LLC | ANNE STEVENSON | (206) 285-4814 | 2203 QUEEN ANNE AVE N SEATTLE, WA 98109 |
| 2002 - Renewed Employer | 91-1906264 | Private for Profit | AAA RESIDENTIAL SERVICES | PAUL LARSON | (253) 927-0210 | P O BOX 4898 FEDERAL WAY, WA 98003 |
| 2002 - Renewed Employer | 91-0133300 | Private Non-Profit | AAA WASHINGTON | SHANNON FROSLAN | (425) 646-2068 | 1745 114TH AVE SE BELLEVUE, WA 98004 |
| 2002 - Renewed Employer | 91-1956436 | Private for Profit | AACRES ALLVEST LLC | JERRY W KEEN | (253) 256-3808 | PO BOX 39660 TACOMA, WA 98439 |
| 2002 - Renewed Employer | 91-1414693 | Private for Profit | AARON L LOWE & ASSOC CORPORATION | DENISE | (509) 328-7033 | 1708 W MISSION AVE SPOKANE, WA 99201 |
| 2002 - Renewed Employer | 91-1876517 | Private for Profit | AARON P KELLY DDS PS | AARON P KELLY | (509) 663-0536 | 808 N MILLER ST WENATCHEE, WA 98801 |
| 2002 - Renewed Employer | 91-2058873 | Private for Profit | ABBK INC | AL WILLIAMS | (206) 264-1325 | 505 MADISON ST STE 230 SEATTLE, WA 98104 |
| 2002 - Renewed Employer | 91-0820735 | Private for Profit | ABC OFFICE EQUIP COMP | LORRIE GOODRICH | (509) 922-4600 | PO BOX 2763 SPOKANE, WA 99212 |
| 2002 - Renewed Employer | 91-1502933 | Private for Profit | ABLE CHILD SCHOOLS INC | NANCY GAMBLE | (206) 525-1440 | 5031 UNIVERSITY WAY NE SEATTLE, WA 98105 |
| 2002 - Renewed Employer | 91-2093253 | Private for Profit | ABRAHAMS ARCHITECTS INC | ROBIN ABRAHAMS | (206) 322-7959 | 611 E PIKE ST SEATTLE, WA 98122 |
| 2002 - Renewed Employer | 91-1500429 | Private for Profit | ABS COMMUNICATIONS | BARBARA PRESCOTT | (800) 311-6441 | 11038 LAKE CITY WAY NE SUITE A PO BOX 25612 SEATTLE, WA 98125 |
| 2002 - Renewed Employer | 91-1013499 | Private for Profit | ABSCO ALARMS INC | VERONICA R SLABAUGH | (206) 367-1166 | 7833 196TH ST SW #101 EDMONDS, WA 98026 |
| 2002 - Renewed Employer | 91-1577198 | Private for Profit | ACADEMICS INC | RICK GREEN | (206) 297-4595 | 2232 NW MARKET ST SEATTLE, WA 98107 |
| 2002 - Renewed Employer | 91-0849343 | Private Non-Profit | ACAP CHILD & FAMILY ASSOCIATION | LINDA DIRIENZO | (206) 939-0870 | 1102 J ST SE AUBURN, WA 98002 |
| 2002 - Terminated Employer | 91-1532272 | Private for Profit | ACCENT IMPORTS | PAUL SHEPHERD | (360) 236-0788 | 416 S CAPITOL WAY OLYMPIA, WA 98501 |
| 2002 - Eligible | 91- | Private for | ACCENT INTERIORS INC | DEBORAH R | (509) 466-5021 | 905 E HASTINGS |

State Work Study Job Descriptions As Of 4/22/2003 7:03:13 AM

| | | |
|---|---|--|
| | Search Criteria | |
| Institution Code: | HECB (use HECB or blank for all) | |
| Year: | 2002-03 | |
| Search Field: | <input checked="" type="radio"/> Name <input type="radio"/> Fed ID | |
| Search Criteria: | | |
| Job Description Status: | <input type="checkbox"/> Eligible <input type="checkbox"/> Renewed <input type="checkbox"/> Terminated <input type="checkbox"/> Pending | |
| Employer Type: | <input type="checkbox"/> Profit <input type="checkbox"/> Non Profit <input type="checkbox"/> Public <input type="checkbox"/> Federal | |
| Job Class Code: | | |
| Reimbursement Rate: | | |
| Position Number: | | |
| Renewed Job Descriptions Posted In The: | | |
| Changed Job Descriptions Posted In The: | | |
| New, Renewed or Changed Job Descriptions Posted In The: | | |
| <input type="checkbox"/> Display search criteria with search results | Show 50 records per page. | |
| <input type="checkbox"/> Download an Excel file of this query (will not display results on screen). | | |
| <input type="button" value="Search for Job Descriptions"/> | | |

[[New Search](#)]



State Work Study Job Descriptions As Of 4/22/2003 7:03:13 AM

Total Employers: 5 Total Jobs: 135

| Cornish College of Arts | | | | | | | | | |
|---|-----|------------------------|-------------|---------|-----------------------|-----------|--------|-----|--|
| CITY OF SEATTLE PERSONNEL DEPARTMENT 710 2ND AVE 12TH FLOOR, SEATTLE, WA 98104 DEAN BARNES - (206) 684-7986 | | | 91-6001275W | | 2002 Renewed Employer | | Public | | |
| R2002 | 134 | SOCIAL SERVICES AIDE | \$14.18 | \$16.18 | 7/1/2002 | 6/30/2003 | 270 | 65% | |
| R2002 | 227 | OFFICE ASSISTANT | \$11.71 | \$13.71 | 7/1/2002 | 6/30/2003 | 550 | 65% | |
| R2002 | 234 | ADMINISTRATIVE SUP AST | \$13.91 | \$15.91 | 7/1/2002 | 6/30/2003 | 550 | 65% | |
| R2002 | 274 | ADMIN SPECIALIST I | \$15.33 | \$17.33 | 7/1/2002 | 6/30/2003 | 550 | 65% | |
| R2002 | 289 | DATA ENTRY OPERATOR | \$13.91 | \$15.91 | 7/1/2002 | 6/30/2003 | 560 | 65% | |
| R2002 | 307 | PET LICENSE CANVASSER | \$13.14 | \$15.14 | 7/1/2002 | 6/30/2003 | 690 | 65% | |
| R2002 | 336 | OFFICE AIDE | \$11.31 | \$13.31 | 7/1/2002 | 6/30/2003 | 550 | 65% | |
| R2002 | 341 | LIBRARY TECH I | \$13.97 | \$15.97 | 7/1/2002 | 6/30/2003 | 550 | 65% | |
| R2002 | 361 | GRAPHIC AIDE | \$13.91 | \$15.91 | 7/1/2002 | 6/30/2003 | 590 | 65% | |
| Gonzaga University | | | | | | | | | |
| CITY OF SEATTLE PERSONNEL DEPARTMENT 710 2ND AVE 12TH FLOOR, SEATTLE, WA 98104 DEAN BARNES - (206) 684-7986 | | | 91-6001275W | | 2002 Renewed Employer | | Public | | |
| R2002 | 028 | OFFICE EQUIPMENT OPER | \$13.91 | \$15.91 | 7/1/2002 | 8/31/2002 | 560 | 65% | |
| R2002 | 314 | LIBRARY TECH I | \$13.97 | \$15.97 | 7/1/2002 | 8/31/2002 | 310 | 65% | |
| R2002 | 591 | ADMIN SUPPORT ASSISTAN | \$13.91 | \$15.91 | 7/1/2002 | 8/31/2002 | 590 | 65% | |
| R2002 | 592 | OFFICE ASSISTANT | \$11.71 | \$13.71 | 7/1/2002 | 8/31/2002 | 590 | 65% | |
| R2002 | 593 | OFFICE AIDE | \$11.31 | \$13.31 | 7/1/2002 | 8/31/2002 | 590 | 65% | |
| R2002 | 028 | OFFICE EQUIPMENT OPER | \$13.91 | \$15.91 | 9/1/2002 | 1/5/2003 | 560 | 60% | |
| R2002 | 314 | LIBRARY TECH I | \$13.97 | \$15.97 | 9/1/2002 | 1/5/2003 | 310 | 60% | |
| R2002 | 591 | ADMIN SUPPORT ASSISTAN | \$13.91 | \$15.91 | 9/1/2002 | 1/5/2003 | 590 | 60% | |
| R2002 | 592 | OFFICE ASSISTANT | \$11.71 | \$13.71 | 9/1/2002 | 1/5/2003 | 590 | 60% | |
| R2002 | 593 | OFFICE AIDE | \$11.31 | \$13.31 | 9/1/2002 | 1/5/2003 | 590 | 60% | |
| R2002 | 028 | OFFICE EQUIPMENT OPER | \$13.91 | \$15.91 | 1/6/2003 | 6/30/2003 | 560 | 65% | |
| R2002 | 314 | LIBRARY TECH I | \$13.97 | \$15.97 | 1/6/2003 | 6/30/2003 | 310 | 65% | |
| R2002 | 591 | ADMIN SUPPORT ASSISTAN | \$13.91 | \$15.91 | 1/6/2003 | 6/30/2003 | 590 | 65% | |
| R2002 | 592 | OFFICE ASSISTANT | \$11.71 | \$13.71 | 1/6/2003 | 6/30/2003 | 590 | 65% | |
| R2002 | 593 | OFFICE AIDE | \$11.31 | \$13.31 | 1/6/2003 | 6/30/2003 | 590 | 65% | |

Student Payment History Detail As Of 4/22/2003 7:03:13 AM

| State Work Study Payment History Search Criteria | |
|---|---|
| SSN | <input type="text"/> |
| Student Name | <input type="text"/> |
| Federal ID | <input type="text"/> |
| Employer Name | <input type="text"/> |
| Warrant Number | <input type="text"/> |
| Fiscal Year | <input type="text" value="2002-03"/> |
| Sort Order | <input type="radio"/> Student Name <input type="radio"/> Student SSN <input checked="" type="radio"/> Employer Name <input type="radio"/> Employer FedID |
| <input type="checkbox"/> Display search criteria with search results. | |
| <input type="checkbox"/> Download an Excel file of this query (will not display results on screen). | |
| <input type="checkbox"/> Download a text-only, semi-colon delimited version of this query. | |
| <input type="button" value="Search For Payments"/> | |
| [Click Here for an Advanced Search] | |

[[New Search](#)]



Student Payment History Detail As Of 4/22/2003 7:03:13 AM

| State Work Study Payment History Search Criteria | | | |
|---|---|----------|-----|
| SSN | | | |
| Student Name | | | |
| Federal ID | | | |
| Employer Name | | | |
| Warrant Number | | | |
| Fiscal Year | 2002-03 | | |
| Sort Order | <input type="radio"/> Student Name <input type="radio"/> Student SSN <input checked="" type="radio"/> Employer Name <input type="radio"/> Employer FedID | | |
| Advanced Search Criteria | | | |
| Institution Code: | HECB (use HECB or blank for all) | | |
| Process Date Range: <small>Date Format: 9/15/2002</small> | From: | To: | |
| Time Sheet Date Range: <small>Date Format: 9/15/2002</small> | From: | To: | |
| Reimbursement Rate | Exact: | OR From: | To: |
| Position Number | Exact: | OR From: | To: |
| Job Title | All Jobs | | |
| Rate of Pay | Exact: | OR From: | To: |
| Program | All Funds | | |
| Process Batch Number | Exact: | OR From: | To: |
| <input type="checkbox"/> Display search criteria with search results. | | | |
| <input type="checkbox"/> Download an Excel file of this query (will not display results on screen). | | | |
| <input type="checkbox"/> Download a text-only, semi-colon delimited version of this query. | | | |
| <input type="button" value="Search For Payments"/> | | | |

Student Payment History Detail As Of 4/22/2003 7:03:13 AM

| Fiscal Year: 2002-03 | | | | | | | | | | | | |
|----------------------|-------------------|------------|------------|--------|------------------------|------------|------------|----------|------------|-------|------|---------|
| Pos | Job | From Date | To Date | Hourly | Hours | Gross | Reimb Rate | Reimb | Pay Date | Batch | C/BO | Warrant |
| ARTISIANS ARK THE | | | | | | 91-1642933 | | | | | | |
| ANDREA | | | | | GONZAGA UNIVERSITY GON | | | | | 3120 | | |
| 276 | WORK PROGRAM ASST | 12/16/2002 | 12/19/2002 | \$7.00 | 4 | \$28.00 | 60.0% | \$16.80 | 1/29/2003 | 03308 | | 614762P |
| 276 | WORK PROGRAM ASST | 12/2/2002 | 12/13/2002 | \$7.00 | 12 | \$84.00 | 60.0% | \$50.40 | 1/8/2003 | 03279 | | 558935P |
| 276 | WORK PROGRAM ASST | 11/18/2002 | 11/29/2002 | \$7.00 | 8.25 | \$57.75 | 60.0% | \$34.65 | 12/20/2002 | 03243 | | 496532P |
| 276 | WORK PROGRAM ASST | 11/1/2002 | 11/15/2002 | \$7.00 | 15.25 | \$106.75 | 60.0% | \$64.05 | 12/16/2002 | 03233 | | 493180P |
| 276 | WORK PROGRAM ASST | 10/16/2002 | 10/31/2002 | \$7.00 | 13 | \$91.00 | 60.0% | \$54.60 | 11/22/2002 | 03175 | | 409435P |
| 276 | WORK PROGRAM ASST | 10/1/2002 | 10/15/2002 | \$7.00 | 13 | \$91.00 | 60.0% | \$54.60 | 12/16/2002 | 03233 | | 493180P |
| 276 | WORK PROGRAM ASST | 9/9/2002 | 9/13/2002 | \$7.00 | 6 | \$42.00 | 60.0% | \$25.20 | 10/4/2002 | 03095 | | 251752P |
| Student Sub Total: | | | | | | \$500.50 | | \$300.30 | | | | |
| | | | | | GONZAGA UNIVERSITY GON | | | | | 3120 | | |
| 276 | WORK PROGRAM ASST | 9/16/2002 | 9/27/2002 | \$7.00 | 12 | \$84.00 | 60.0% | \$50.40 | 10/21/2002 | 03119 | | 303338P |
| Student Sub Total: | | | | | | \$84.00 | | \$50.40 | | | | |
| Grand Total: | | | | | | \$584.50 | | \$350.70 | | | | |

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khrisb@hecb.wa.gov

State Work Study Reserve Balance As Of 4/22/2003 7:03:13 AM

| State Work Study Reserve Balance Search Criteria | |
|---|---|
| Institution: | Year: 2002-2003 <input type="button" value="Go"/> |
| <input type="checkbox"/> Download an Excel file of this query (will not display results on screen). | |



Washington Higher Education Coordinating Board | 917 Lakeridge Way | PO Box 43430 | Olympia, WA 98504-3430 | 360.753

**Washington State Higher Education Coordinating Board
State Work Study Reserve Balance
University**

Last Updated 4/22/2003 7:25:06 AM

SWS Summary for 2002 - 2003

| | |
|----------------------------|---------------------|
| Initial Allocation | \$671,434.00 |
| Supplemental Funds | \$25,500.00 |
| Deobligated Funds | \$70,000.00 |
| Adjusted Allocation | \$626,934.00 |
| | |
| Warrants/ Payments | \$428,932.74 |
| Cancelled Payments | \$538.62 |
| Cash Receipts | \$1,327.14 |
| Total Payments Balance | \$427,066.98 |
| Balance | \$199,867.02 |

| | |
|--|--------|
| Total Payments as a Percent of Initial Allocation | 63.61% |
| Total Payments as a Percent of Adjusted Allocation | 68.12% |
| Warrants Paid as a Percent of Adjusted Allocation | 68.42% |

SWS Details for 2002 - 2003

| Supplemental Funds | |
|------------------------------|-------------|
| Date | Amount |
| 2/4/2003 | \$10,500.00 |
| Month Sub Total: \$10,500.00 | |
| | |
| 4/8/2003 | \$15,000.00 |
| Month Sub Total: \$15,000.00 | |
| | |
| Total: \$25,500.00 | |

| Deobligated Funds | |
|------------------------------|-------------|
| Date | Amount |
| 10/7/2002 | \$70,000.00 |
| Month Sub Total: \$70,000.00 | |
| | |
| Total: \$70,000.00 | |

| | |
|----------------------------|--------------------|
| Initial Allocation | \$30,386.00 |
| Supplemental Funds | \$0.00 |
| Deobligated Funds | \$0.00 |
| Adjusted Allocation | \$30,386.00 |
| | |
| Warrants/ Payments | \$15,469.66 |
| Cancelled Payments | \$0.00 |
| Cash Receipts | \$0.00 |
| Total Payments Balance | \$15,469.66 |
| Balance | \$14,916.34 |

| | |
|--|--------|
| Total Payments as a Percent of Initial Allocation | 50.91% |
| Total Payments as a Percent of Adjusted Allocation | 50.91% |
| Warrants Paid as a Percent of Adjusted Allocation | 50.91% |

SWS CSP Details for 2002 - 2003

No Details Available.

SWS CSP01 Summary for 2002 - 2003

| | |
|----------------------------|---------------|
| Initial Allocation | \$0.00 |
| Supplemental Funds | \$0.00 |
| Deobligated Funds | \$0.00 |
| Adjusted Allocation | \$0.00 |
| | |
| Warrants/ Payments | \$0.00 |
| Cancelled Payments | \$0.00 |
| Cash Receipts | \$0.00 |
| Total Payments Balance | \$0.00 |
| Balance | \$0.00 |

| | |
|--|-------|
| Total Payments as a Percent of Initial Allocation | 0.00% |
| Total Payments as a Percent of Adjusted Allocation | 0.00% |
| Warrants Paid as a Percent of Adjusted Allocation | 0.00% |

SWS CSP01 Details for 2002 - 2003

No Details Available.

** Warrant/EFT Numbers Not Available For All Transactions.

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Washington Higher Education Coordinating Board | 917 Lakeridge Way | PO Box 43430 | Olympia, WA 98504-3430 | 360.753



STATE OF WASHINGTON WORK STUDY PROGRAM

EMPLOYER CONTRACT

THIS CONTRACT, entered into this _____ day of _____, 20____, by and among the Higher Education Coordinating Board, an agency of the state of Washington, hereafter called the "Board," or a public postsecondary institution(s) acting as an instrument of the Board in the placement of students, hereinafter called the "Institution;" and _____, an eligible Employer, hereinafter referred to as the "Employer."

WITNESSETH:

WHEREAS, the Board has been appropriated funds from the state of Washington, pursuant to RCW 28B.12, to stimulate and promote part-time educationally-related employment of students who are in need of the income from such employment to pursue courses at institutions of postsecondary education, and

WHEREAS, the Employer is a non-profit organization or a profit-making business entity which does not have a direct association with a controlling sectarian organization, and

WHEREAS, the Board, the Institution, and the Employer desire that certain students engage in work under the State Work Study Program authorized by RCW 28B.12, and

WHEREAS, the Employer is in a position to utilize the services of such students,

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree for themselves as follows:

A. Employer Responsibilities: General

To be eligible for and to receive reimbursement, the Employer agrees to:

1. Utilize the services of students referred to it by the Institution(s) who are eligible to participate in the State Work Study Program, who provide documentation of eligibility, and who are qualified and acceptable to the Employer. A detailed job description and the pay range for each position must be set forth on a "Job Description" form, or its equivalent, submitted to and approved by each participating Institution;
2. Comply with all appropriate federal, state, and local laws;
3. Employ students to perform only work which will not:
 - a. Result in displacement of regular employees, impair existing contracts for services, or fill positions which are vacant because regular employees are involved in a labor dispute;
 - b. Replace positions occupied by regular employees during the current or prior year or any position currently or formerly occupied by Higher Education Personnel classified staff;
 - c. Be sectarian-related; or
 - d. Involve any partisan or non-partisan political activity;
4. Ensure that the work performed by the State Work Study student will bear relationship to the student's formal academic program and/or career interest;
5. Pay each student an hourly rate which is at least equal to the entry level rate for comparable positions within the employing organization;
6. Pay each student on a per-hour worked basis. The student may not be compensated on a completion-of-project or salaried basis;
7. Supervise in a reasonable manner the work performed by the student(s);
8. Maintain a daily record of the hours worked by each student on a form approved by the Board for that purpose;
9. Regulate the number of hours worked to ensure that no student works more than an average of the 19 hours reimbursable per week over the period of enrollment for which the student has received an award or a maximum of the 40 hours reimbursable per week during vacation periods, unless the Institution has specified that the student work fewer hours per week, in which case the Employer will regulate the hours accordingly;
10. Notify the Institution of any change affecting the student's employment; and
11. Complete the attached Business Profile, and also provide the Institution or the Board, upon request, additional information substantiating its eligibility as an Employer, information on its employee classification/compensation plan, and/or a current financial statement confirming its fiscal solvency.

B. Employer Payroll and Reimbursement Responsibilities:

The Employer further agrees to:

1. Pay directly to employed students by check or direct deposit their total compensation less appropriate deductions at least once a month, at a rate of pay at least equal to the entry level salary (starting hourly rate or wage) of comparable positions within the employing organization;
2. Bear the costs of employee benefits, including all payments due as an employer's contribution under the State Worker's Compensation laws or Federal Employment Compensation Act (federal agencies only), federal Social Security laws, and other applicable laws;
3. Bear the full cost of any commission, bonus, or other special compensation paid the student in addition to the agreed-upon hourly rate of pay;
4. Claim reimbursement only for wages:
 - a) That do not represent hours of work in excess of maximum number of hours subject to reimbursement under this contract;
 - b) Certified under oath as paid by check or direct deposit to students certified as eligible by the Institution; and
 - c) For hours actually worked by the student.
5. Submit to the Institution's appropriate office a completed timesheet for each student employee hired through the State Work Study Program according to the schedule provided by the Institution. In the event the Institution does not establish a schedule, THE TIMESHEET MUST BE SUBMITTED WITHIN 15 DAYS OF THE END OF THE PAYROLL PERIOD;
6. Submit timesheets for any student(s) who earned compensation or was paid during the month of June to the Institution by the deadline established by the Institution or July 10th, whichever is earlier; _____ adhere to state labor standards by providing student employee with appropriate rest and meal periods;
7. Waive and forfeit all claims for reimbursement of compensation earned or paid to students but not reported or submitted to the Institution as required under Section B(5) and B(6) of this Contract; and
8. Make available upon request by Board and other state of Washington personnel, its payroll records for students paid under this Contract for audit purposes;

C. By approving and processing Job Descriptions, the Institution(s) agree(s) to:

1. Determine which students meet the eligibility requirements for employment under the State Work Study program in accordance with rules and regulations and guidelines established by the Higher Education Coordinating Board;
2. Refer to the Employer only those students eligible for the program who appear to be qualified for employment, after exercising the priorities in placing students in accordance with the rules and regulations by which the State Work Study Program is administered; and
3. Notify the Employer of any student who may become ineligible.

D. The Board agrees to reimburse the Employer for a percentage of the student's total State Work Study financial aid award. Reimbursement will be a percentage of the total payroll paid to students under this Contract as stated on the Job Description form. Reimbursement will be paid monthly upon receipt of the Employer's properly completed State Work Study timesheets which have been sent to the Institution. Public postsecondary institution(s) may reimburse the Employer on behalf of the Board. Private postsecondary institution(s) will forward the timesheets to the Board for reimbursement. No reimbursement will be made if such information is received after the calendar deadlines established by this Contract and the Institution(s).

E. All Parties agree:

1. This Contract and Business Profile, in conjunction with the Job Description form approved by each institution, constitutes an agreement to participate in the program and to comply with the contract provisions;
2. The total reimbursable payroll shall consist of the hourly rate of compensation paid a student multiplied by the number of reimbursable hours of work performed by a student. The maximum number of reimbursable hours of work may not average more than 19 hours per week over the period of enrollment for which the student has received a State Work Study award or exceed a maximum of 40 hours per week during vacation periods. The Institution may specify that a student work fewer hours per week than the maximum. The number of hours any student may work during any period must be agreed upon prior to commencement of employment;
3. The following priorities must be exercised in the placement of students:
 - a) First priority is for placement of Washington state residents;
 - b) Placements in fields related to the student's academic or vocational pursuits;
 - c) Or, in community service placements or in placements that meet Washington's economic development goals.
4. Complaints by either the employee or Employer regarding lack of compliance with this Contract should be referred to the appropriate office at the Institution for settlement. If resolution cannot be reached, appeal may be made to the Higher Education Coordinating Board;
5. This Contract shall be subject to the availability of funds granted for this program. It shall also be subject to the provisions of RCW 28B.12, the regulations adopted thereunder, and all legislation and regulations pertaining to the State Work Study Program adopted subsequently;
6. This Contract may be terminated by the Board or the Employer if there is failure by the other party to comply with its provisions; and
7. This Contract will remain in effect until the end of the academic year, which is June 30 immediately following the effective date of this Contract. The Contract may be renewed by the Employer for the subsequent academic year by completing a renewal form which will be mailed to the employer prior to the expiration date. In the case of a first year contract filed between April and June, the second year renewal is handled automatically by the Board.

The completed SWS contract substitutes for submission of IRS Form W-9.

I certify that:

1. The number shown on this form is my correct taxpayer identification number and;
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions.-You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA) and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (For further instructions contact IRS).

IN WITNESS HEREOF, the parties hereto have executed this contract the day and year first above written.

BY:

EMPLOYER INFORMATION (Print or Type)

Signature of Employer Representative

Name of Employing Business Organization

Name of Employer Representative (Print or Type)

Address (Print or Type)

Date

(_____)
(Area Code) Telephone Number

Business is:

1. _____ Private For-Profit Incorporated
2. _____ Private For-Profit Not Incorporated
3. _____ Public/Governmental
4. _____ Private Non-Profit
5. _____ Partnership For Profit Incorporated
6. _____ Partnership For Profit Not Incorporated

For the Higher Education Coordinating Board
(or public postsecondary institution representative)

IRS Federal Employer Identification Number (TIN or EIN)
(Contract will not be approved if left blank)

Title

Uniform Business Identified Number (UBI)

Date

Address to which reimbursement should be sent if
different from above.

The completed Employer Contract and Business Profile should be mailed by the employer to:

**Name of Participating Institution
Student Employment Office
Address
City, State, Zip**

OR

**State Work Study
Higher Education Coordinating Board
917 Lakeridge Way
PO Box 43430
Olympia, Washington 98504-3430**



STATE/FEDERAL WORK STUDY ADULT LITERACY PROGRAM

EMPLOYER CONTRACT

THIS CONTRACT, entered into this _____ day of _____, 20____, by and among the Higher Education Coordinating Board, an agency of the state of Washington, hereinafter called the "Board," or a public postsecondary institution(s) acting as an instrument of the Board and U.S. Department of Education in the placement of students, hereinafter called the "Institution;" and _____, an eligible Adult Literacy Service Provider, hereinafter referred to as the "Employer."

WITNESSETH:

WHEREAS, the Board has been appropriated funds from the state of Washington, pursuant to RCW 28B.12, to stimulate and promote part-time educationally-related employment of students who are in need of the income from such employment to pursue courses at institutions of postsecondary education, and

WHEREAS, the Employer is a non-profit organization or a profit-making business entity which does not have a direct association with a controlling sectarian organization, and

WHEREAS, the Board, the Institution, and the Employer desire that certain students engage in work under the State Work Study Program authorized by RCW 28B.12 and the Federal College Work Study Program as set forth in the Federal Register dated January 19, 1981, and

WHEREAS, the Employer is in a position to utilize the services of such students,

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree for themselves as follows:

A. Employer Responsibilities: General

The Adult Literacy Service Provider, as Employer, agrees to:

1. Utilize the services of students referred to it by the Institution(s) who are eligible to participate in both the State and Federal College Work Study Programs, who provide documentation of eligibility, and who are qualified and acceptable to the Employer. A detailed job description and the pay range for each position must be set forth on a "Job Description" form, or its equivalent, submitted to and approved by each participating Institution;
2. Comply with all appropriate federal, state, and local laws;
3. Employ students to perform only work which will not:
 - a. Result in displacement of regular employees, impair existing contracts for services, or fill positions which are vacant because regular employees are involved in a labor dispute;
 - b. Replace positions occupied by regular employees during the current or prior year or any position currently or formerly occupied by Higher Education Personnel classified staff;
 - c. Be sectarian-related; or
 - d. Involve any partisan or non-partisan political activity;
4. Ensure that the work performed by the State Work Study student will bear relationship to the student's formal academic program and/or career interest;
5. Pay each student an hourly rate which is at least equal to the entry level rate for comparable positions within the employing organization;
6. Pay each student on a per-hour worked basis. The student may not be compensated on a completion-of-project or salaried basis;
7. Supervise in a reasonable manner the work performed by the student(s);
8. Maintain a daily record of the hours worked by each student on a form approved by the Board for that purpose;
9. Regulate the number of hours worked to ensure that no student works more than an average of the 19 hours reimbursable per week over the period of enrollment for which the student has received an award or a maximum of the 40 hours reimbursable per week during vacation periods, unless the Institution has specified that the student work fewer hours per week, in which case the Employer will regulate the hours accordingly;
10. Notify the Institution of any change affecting the student's employment; and

11. Complete the attached Business Profile, and also provide the Institution or the Board, upon request, additional information substantiating its eligibility as an Employer, information on its employee classification/compensation plan, and/or a current financial statement confirming its fiscal solvency.

B. Employer Payroll and Reimbursement Responsibilities:

The Employer further agrees to:

1. Pay directly to employed students by check or direct deposit their total compensation less appropriate deductions at least once a month, at a rate of pay at least equal to the entry level salary (starting hourly rate or wage) of comparable positions within the employing organization;
2. Bear the costs of employee benefits, including all payments due as an employer's contribution under the State Worker's Compensation laws or Federal Employment Compensation Act (federal agencies only), federal Social Security laws, and other applicable laws;
3. Bear the full cost of any commission, bonus, or other special compensation paid the student in addition to the agreed-upon hourly rate of pay;
4. Claim reimbursement only for wages:
 - a) That do not represent hours of work in excess of maximum number of hours subject to reimbursement under this contract;
 - b) Certified under oath as paid by check or direct deposit to students certified as eligible by the Institution; and
 - c) For hours actually worked by the student.
5. Submit to the Institution's appropriate office a completed timesheet for each student employee hired through the State Work Study Program according to the schedule provided by the Institution. In the event the Institution does not establish a schedule, THE TIMESHEET MUST BE SUBMITTED WITHIN 15 DAYS OF THE END OF THE PAYROLL PERIOD;
6. Submit timesheets for any student(s) who earned compensation or was paid during the month of June to the Institution by the deadline established by the Institution or July 10th, whichever is earlier;
7. Adhere to state labor standards by providing student employee with appropriate rest and meal periods;
8. Waive and forfeit all claims for reimbursement of compensation earned or paid to students but not reported or submitted to the Institution as required under Section B(5) and B(6) of this Contract; and
9. Make available upon request by Board and other state of Washington personnel and/or U.S. Department of Education personnel, its payroll records for students paid under this Contract for audit purposes;

C. By approving and processing Job Descriptions, the Institution(s) agree(s) on behalf of the Board and the U.S. Department of Education to:

1. Determine which students meet the eligibility requirements for employment under the State and Federal College Work Study programs in accordance with rules and regulations and guidelines established by the Higher Education Coordinating Board and the U.S. Department of Education;
2. Refer to the Employer only those students eligible for the program who appear to be qualified for employment, after exercising the priorities in placing students in accordance with the rules and regulations by which the State and Federal College Work Study Programs are administered; and
3. Notify the Employer of any student who may become ineligible.

D. The Board and the U.S. Department of Education agree to reimburse the Employer for a percentage of its total reimbursement payroll paid to students under this Contract as stated on the Job Description form. Reimbursement will be paid monthly upon receipt of the Employer's properly completed State Work Study timesheets which have been sent to the Institution. Public postsecondary institutions(s) may reimburse the Employer on behalf of the Board. Private postsecondary institution(s) will forward the timesheets to the Board for reimbursement. No reimbursement will be made if such information is received after the calendar deadlines established by this Contract and the Institution(s).

E. All Parties agree:

1. This Contract and Business Profile, in conjunction with the Job Description form approved by each institution, constitutes an agreement to participate in the program and to comply with the contract provisions;
2. The total reimbursable payroll shall consist of the hourly rate of compensation paid a student multiplied by the number of reimbursable hours of work performed by a student. The maximum number of reimbursable hours of work may not average more than 19 hours per week over the period of enrollment for which the student has received a State Work Study award or exceed a maximum of 40 hours per week during vacation periods. The Institution may specify that a student work fewer hours per week than the maximum. The number of hours any student may work during any period must be agreed upon prior to commencement of employment;

3. The following priorities must be exercised in the placement of students:
 - a) First priority must be given to placing students in positions which are related to their educational goals or career interests;
 - b) At the time of job placement, and after consideration of (a) above, no eligible Washington resident shall be excluded in favor of a non-resident; and
 - c) Because it is the intent of the State Work Study Program to assist students from moderate income family backgrounds who do not qualify for other sources of financial aid, placement should be directed toward students with moderate need, who, were it not for this program, would be forced to rely heavily on loans.
4. Complaints by either the employee or Employer regarding lack of compliance with this Contract should be referred to the appropriate office at the Institution for settlement. If resolution cannot be reached, appeal may be made to the Higher Education Coordinating Board;
5. This Contract shall be subject to the availability of funds granted for this program. It shall also be subject to the provisions of RCW 28B.12, the regulations adopted thereunder, and all legislation and regulations pertaining to the State and Federal College Work Study Programs adopted subsequently;
6. This Contract may be terminated by the Board or the Employer if there is failure by the other party to comply with its provisions; and
7. This Contract will remain in effect until the end of the academic year, which is June 30 immediately following the effective date of this Contract. The Contract may be renewed by the Employer for the subsequent academic year by completing a renewal form which will be mailed to the employer prior to the expiration date. In the case of a first year contract filed between April and June, the second year renewal is handled automatically by the Board.

IN WITNESS HEREOF, the parties hereto have executed this contract the day and year first above written.

BY:

EMPLOYER INFORMATION (Print or Type)

Signature of Employer Representative

Name of Adult Literacy Service Provider

Name of Employer Representative (Print or Type)

Address (Print or Type)

Date

(_____) _____
(Area Code) Telephone Number

Business is: Incorporated Yes _____ No _____

_____ Non-Profit _____ Public

_____ For-Profit _____ Private

For the Higher Education Coordinating Board
(or public postsecondary institution representative)

IRS Federal Employer Identification Number
(Contract will not be approved if left blank)

Title

Date

Address to which reimbursement should be sent if different
from above.

The completed Employer Contract and Business Profile should be mailed by the employer to:

**Student Financial Aid
Higher Education Coordinating Board
917 Lakeridge Way
PO Box 43430
Olympia, Washington 98504-3430**

Washington State Work Study Program Employer Profile

INSTRUCTIONS: Complete the form by printing or typing responses and return to the Higher Education Coordinating Board with the Employer Contract.

1. Name of business/organization: _____
2. IRS Federal Employer ID Number: _____ - _____
3. Uniform Business Identifier: _____
4. Owned/operated by: _____
5. Nature of business and description of goods or services provided. (Attach annual report or summary publication if you prefer.) _____
6. Describe composition of Board of Directors/Corporation, if applicable. _____
7. Number of years in operation: _____
8. Number of employees: Full time _____ Part time _____ State Work Study _____
9. Have you ever had a license, certificate or registration to operate a business, occupation or profession denied, suspended or revoked? If so, please explain on the back of this form. _____
10. Do you currently possess all licenses, certificates and registrations required by all federal, state and local laws and ordinances? If not, please explain on the back of this form. _____
11. Have you ever been a defendant in a consumer protection action? If so, please explain on the back of this form. _____
12. Have you ever been involved in a labor dispute? If so, please explain on the back of this form. _____
13. Does your organization participate in any political activity or have a religious affiliation? If so, please explain on the back of this form. _____
14. Have you experienced any cash flow problems within the past two years that would make it difficult to compensate State Work Study students on a regular basis? If so, please explain on the back of this form. _____

Signature

Title

Date

INSTRUCTIONS FOR COMPLETING THE JOB DESCRIPTION FORM

A Job Description form must be completed for each State Work Study position offered by a participating employer. The position must be approved by the student employment office at the college/university and the Higher Education Coordinating Board before the student begins employment. Subsequent modifications must be approved before any changes may be made. If you wish to hire students from more than one college/university, you will need to submit a Job Description form to each school. The completed form should be returned to the student employment office at the college or university the student attends.

- (1) **JOB TITLE** - You may select any job title you feel is appropriate. Choose a title that accurately describes the position. This same job title must be used on each time sheet for the student employed in this position.
- (2) **HOURLY PAY RATE** - All State Work Study positions must receive compensation equal to the entry level salary of comparable positions (RCW 28B.12.060). Indicate the minimum and maximum pay range expected to be paid for this position during the period of employment. Any adjustments to the hourly wage rate made during the employment period must fall within this broad pay range.
- (3) **EFFECTIVE DATES OF THE JOB DESCRIPTION** - Indicate the date the position is available (in most cases this will be July 1). The ending date for each position may not extend beyond June 30.
- (4) **JOB DESCRIPTION** - Give a brief, concise description of the position. You may also indicate the number of students you wish to hire in this position.
- (5) **EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB** - State Work Study students must be placed, whenever possible, in employment related to their academic pursuits. How will this job enhance the student's education or relate to a future career track?
- (6) **MINIMUM QUALIFICATIONS** - Please be reminded that students use these forms to prescreen themselves. You must list all the minimum qualifications for this position and base your hiring decision on how closely the applicant meets these requirements.
- (7-8) **NAME OF EMPLOYING BUSINESS OR ORGANIZATION** - List the name of the employer and the employer's federal identification number.
- (9) **SIGNATURE OF EMPLOYER'S REPRESENTATIVE** - This should be the signature of the student's supervisor who is legally authorized by the employing organization to sign time sheets.
- (10) **COLLEGE/UNIVERSITY REPRESENTATIVE SIGNATURE** - After reviewing the Job Description form from the employer, the school will approve the position. Fill in the bottom portion and forward the form to the Board for approval. The job should not be posted until after the Board's approval.
- (11-12) **NAME OF COLLEGE/UNIVERSITY AND SCHOOL CODE** - List the name of the school and the school code provided by the Board.
- (13) **PERCENTAGE REIMBURSEMENT** - List the percentage of employer reimbursement.
- (14) **JOB CLASSIFICATION CODE** - List the appropriate classification code from the list provided by the HECB identifying a broad range of jobs.
- (15) **POSITION NUMBER** - The position number may be any sequence established by the college/university to assign each job description a unique number.
- (16) **SPECIAL FUNDING SOURCE** - If a student employed under this job description will be paid from a special funding source such as CSP, indicate the name of the program.
- (17) **HECB APPROVAL** - After approving the Job Description form, the HECB will sign the form and return it to the college/university for posting.

WASHINGTON STATE WORK STUDY PROGRAM JOB DESCRIPTION

A Job Description form must be completed for each State Work Study position offered by a participating employer. Instructions for completing the form may be found on the back of this page. **EMPLOYERS SHOULD TYPE THEIR RESPONSES AND RETURN FORM TO THE INSTITUTION.**

(1) _____ (2) \$ _____ to \$ _____
JOB TITLE Pay Range: Minimum and maximum pay
range to be paid for this position

(3) Effective dates of this Job Description: ____/____/____ to ____/____/____

(4) **JOB DESCRIPTION:** (Be specific and provide detailed description of duties.)

(5) **EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:**

(6) **MINIMUM QUALIFICATIONS:** (What skills must a student possess prior to filling this job?)

(7) _____ (8) _____ - _____
Name of employing business or organization (No abbreviated Name) IRS Federal Employer Identification Number Suffix
(Job Description will not be approved if left blank)

Address (Include City, State, and Zip Code)

(9) BY: _____ () _____
Signature of legally authorized representative signing time sheets Phone

Print Name of Legally Authorized Representative

For College/University and HECB Use Only:

(10) APPROVED: _____
Signature (11) Name College/University (12) Code

(13) Percentage Reimbursement: _____ % (14) Job Classification Code: _____

(15) Position Number: _____ (16) Special Funding Source: _____

(17) APPROVED: _____
For the HECB Date

INSTRUCTIONS FOR COMPLETING THE TIME SHEET

Students: Complete the left-hand column of this form. For "First Day Hours Were Worked," enter the first day (month/day/year) in this pay period on which you worked. For "Last Day Hours Were Worked," enter the last day (month/day/year) in this pay period on which you worked. On the "Record of Actual Hours Worked," enter the appropriate number of hours worked on the line corresponding to the date that work was performed. At the end of the pay period, total up the "Total Hours Worked" and enter that figure on the designated line. **READ AND SIGN THE STATEMENT** regarding your certification of the hours reported and your continued eligibility for the work study program. Be sure to date the form on or after the last day worked. Give the form to your employer (supervisor).

Employers: After reading the notice in the upper portion of the right-hand column of the form, type or print in ink the information regarding hourly pay rate, deductions, etc. Calculate the student's net earnings and enter that figure. **READ THE EMPLOYER'S CERTIFICATION STATEMENT** located in the middle of the right hand column, then sign, print your name, and date the form. Retain the pink copy and forward the yellow and white copies to the student's college or university for processing. **IMPORTANT: This form must be completed accurately. Any blank or incorrect items may delay your reimbursement check. Also the form MUST be forwarded to the student's college or university within 15 days of the end of the pay period being reported OR REIMBURSEMENT MAY BE DENIED.**

College/University: Verify the information on the time sheet, and complete the bottom right-hand portion of the form. Retain the yellow copy and forward the white time sheet directly to the HECB. Use the codes below for "Institution Code." **THE TIME SHEET MUST BE COMPLETED AND FORWARDED TO THE HECB AS SOON AS POSSIBLE so that the employer's reimbursement will not be delayed.**

INDEPENDENT COLLEGE AND UNIVERSITY CODES (HECB Codes Assigned)

| | | | | | |
|--------------------------|------|----------------------------------|------|---------------------------------|------|
| Bastyr University | 3090 | Northwest College | 3130 | Seattle University | 3170 |
| Cornish College | 3100 | Pacific Lutheran University ... | 3140 | University of Puget Sound | 3190 |
| Gonzaga University | 3120 | St. Martin's College | 3150 | Walla Walla College | 3200 |
| Heritage College | 3110 | Seattle Pacific University | 3160 | Whitman College | 3210 |
| | | | | Whitworth College | 3220 |

EXAMPLE

WASHINGTON STATE WORK STUDY TIME SHEET

| WASHINGTON STATE WORK STUDY PROGRAM TIME SHEET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|----|
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Student Completes This Section</p> <p>1. Student's Employer Name (Print) _____</p> <p>2. Last Day _____ First Day _____</p> <p>3. Student's Social Security Number _____</p> <p>4. Student's College/University _____</p> <p>5. Student's Job Title _____</p> <p>6. First Day Hours Were Worked: _____</p> <p>7. Last Day Hours Were Worked: _____</p> <p>8. Record of Actual Hours Worked</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>01</td><td>16</td></tr> <tr><td>02</td><td>17</td></tr> <tr><td>03</td><td>18</td></tr> <tr><td>04</td><td>19</td></tr> <tr><td>05</td><td>20</td></tr> <tr><td>06</td><td>21</td></tr> <tr><td>07</td><td>22</td></tr> <tr><td>08</td><td>23</td></tr> <tr><td>09</td><td>24</td></tr> <tr><td>10</td><td>25</td></tr> <tr><td>11</td><td>26</td></tr> <tr><td>12</td><td>27</td></tr> <tr><td>13</td><td>28</td></tr> <tr><td>14</td><td>29</td></tr> <tr><td>15</td><td>30</td></tr> <tr><td></td><td>31</td></tr> </table> <p>9. Total Hours Worked: _____</p> <p>10. I hereby certify that this time sheet is a true and correct statement of hours worked by me and that I do have work study eligibility as shown by gross earnings.</p> <p>11. Student's Signature _____</p> <p>12. Date Signed (on or after last day worked): _____</p> </div> <div style="width: 50%;"> <p>ATTENTION EMPLOYERS</p> <p>Type in complete in ink all items required. Verify the information for accuracy. Any incorrect or blank items may delay reimbursement.</p> <p>This time sheet AS IT IS received by the student's college/university within 15 DAYS from the end of the current pay period or REIMBURSEMENT MAY BE DENIED.</p> <p>Once the institution admits the time sheet to the Higher Education Coordinating Board, you should receive your reimbursement check within 14 days, if no corrections are needed. At the end of the year, this year it may be 1 or 2 weeks longer.</p> <p>13. Hourly Rate of Pay: _____</p> <p>14. Gross Compensation: _____</p> <p>15. FICA: _____</p> <p>16. Other Deductions: _____</p> <p>17. Net Earnings: _____</p> <p>18. Name of Employer, Business or Organization (Print) _____</p> <p>19. Employer's Signature _____</p> <p>20. Date Signed for this time sheet _____</p> <p>21. Date Received by College/University _____</p> <p>22. Received and Authorized by _____</p> <p>23. Institution Code: _____</p> <p>24. Reimbursement Rate: 65% _____ 50% _____ Other _____</p> <p><small>When sent, attach copies to: reimbursement. Employer retains pink copy. (See instructions on reverse.)</small></p> </div> </div> | | 01 | 16 | 02 | 17 | 03 | 18 | 04 | 19 | 05 | 20 | 06 | 21 | 07 | 22 | 08 | 23 | 09 | 24 | 10 | 25 | 11 | 26 | 12 | 27 | 13 | 28 | 14 | 29 | 15 | 30 | | 31 |
| 01 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 02 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 03 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 04 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 05 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 06 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 07 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 08 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

1. Student Completes
This Section

2. Employer Completes
This Section

To receive prompt reimbursement from the HECB, please ensure that the form is completed accurately and forwarded within the prescribed time period.

3. College/University
Completes This Section

To expedite the employer's reimbursement, please process and forward the time sheet to the HECB as soon as possible.

WASHINGTON STATE WORK STUDY PROGRAM TIME SHEET

Student Employee's Name (*Print*)

1. _____
Last First

2. _____
Student's Social Security Number

3. _____
Student's College/University

4. _____
Student's Job Title

5. First Day Hours Were Worked: ____ / ____ / ____
Month Day Year

6. Last Day Hours Were Worked: ____ / ____ / ____
Month Day Year

7. Record of Actual Hours Worked

| | | | |
|----|-------|----|-------|
| 01 | _____ | 16 | _____ |
| 02 | _____ | 17 | _____ |
| 03 | _____ | 18 | _____ |
| 04 | _____ | 19 | _____ |
| 05 | _____ | 20 | _____ |
| 06 | _____ | 21 | _____ |
| 07 | _____ | 22 | _____ |
| 08 | _____ | 23 | _____ |
| 09 | _____ | 24 | _____ |
| 10 | _____ | 25 | _____ |
| 11 | _____ | 26 | _____ |
| 12 | _____ | 27 | _____ |
| 13 | _____ | 28 | _____ |
| 14 | _____ | 29 | _____ |
| 15 | _____ | 30 | _____ |
| | | 31 | _____ |

8. Total Hours Worked: _____

"I hereby certify that this time sheet is a true and correct statement of hours worked by me and that I do have work study eligibility to cover my gross earnings."

9. _____
Student's Signature

10. _____
Date Signed (on or after last day worked)

ATTENTION EMPLOYERS

Type or complete in ink all items requested. Verify the information for accuracy. An incorrect or blank item may delay reimbursement.

This time sheet **MUST** be received by the student's college/university within 15 DAYS from the end of the current pay period or REIMBURSEMENT MAY BE DENIED.

Once the institution submits the time sheet to the Higher Education Coordinating Board, you should receive your reimbursement check within 3-6 weeks if no corrections are needed. At the end of the state's fiscal year, it may be 1 or 2 weeks longer.

11. Hourly Rate of Pay \$ _____

12. Gross Compensation \$ _____

13. FICA \$ _____

14. Other Deductions \$ _____

15. Net Earnings \$ _____

16. _____

Name of Employing Business or Organization (*Print*)

17. _____

Firm's Federal I.D. Number

Suffix

"This time sheet is a true and correct statement of the time worked by this student. The student has completed the assignment satisfactorily, continues to have work study eligibility, and has been paid by check the amount of net earnings as shown. I hereby certify, UNDER PENALTY OF PERJURY under the laws of the State of Washington, that the foregoing is true and correct" (must be signed and dated on or after last day student worked).

18. _____

Supervisor's Signature

Print Supervisor's Name

19. _____

Date Signed (on or after last day worked)

20. Date Received by College/University _____

21. Received and Authorized by _____

22. Institution Code _____

23. Position Number _____

24. Reimbursement Rate: 65% ____ 50% ____ Other ____

WASHINGTON STATE WORK STUDY PROGRAM

Date Entered
(HECB)

EMPLOYER INFORMATION CHANGE REQUEST FORM

Employer Name: _____

Employer Federal ID Number: _____

Business name and Federal ID number must match current State Work Study contract.

Employer Information: *This form cannot be used if both the Federal ID number and the business name change.*

A new contract must be submitted to the school.

New Employer Name: _____

New Federal ID Number: _____

Telephone Number: _____ **New Contact Person:** _____

New Address: _____

Date Change Takes Effect: _____

Pay Rate Information: *The HECB reviews pay ranges that exceed \$15.00 per hour. This form cannot be used if the job title or job duties change. A new job description must be submitted to the school.*

Name of Student's School: _____

Position Number: _____ **Job Title:** _____

Old Pay Range: \$ _____ to \$ _____ **Ending Date:** _____

New Pay Range: \$ _____ to \$ _____ **Beginning Date:** _____

Comments: _____

Employer Signature _____ **Date** _____

School's Signature _____ **Date** _____

Please return completed form to the student's school.

GUIDE FOR DETERMINATION OF RELIGIOUS AFFILIATION

Washington State Work Study questions which guide the determination of religious affiliation:

1. What is the nature and purpose of the employing organization?
2. Is the work performed free from sectarian interest?
3. What is the legal ownership of the organization?
4. What are the primary sources for funding of the operation?
5. What is the flow of money? (i.e., from the parent organization to the business or from the employer to the parent organization?)
6. Who are the members of the board of Directors, and is their selection or appointment conditioned by religious creed or commitment?
7. Is there any sponsorship by a religious body, or is there a direct association with a controlling sectarian organization?
8. Where is the facility housed? If housed in a church, what amount of rent is paid each month?
9. Is a person's faith considered before he or she is approved to receive services?
10. Is a person's faith considered before he or she is employed?

R-33

Bob Craves
Chair

Marcus S. Gaspard
Executive Director

STATE OF WASHINGTON

HIGHER EDUCATION COORDINATING BOARD

917 Lakeridge Way, PO Box 43430, Olympia, WA 98504-3430, (360)753-7800, FAX (360)753-7808, TTD (360)753-7809

STATE WORK STUDY CONTRACT RENEWAL FORM
2003-2004 RESPOND TODAY!

Do NOT write in the area below

| | |
|---|--|
| <p>SHARON FREEMAN (253) 589-1611 FAM MARRIAGE & ASSESSMENT COUNSE 9875 BRIDGEPORT WAY SW STE D LAKEWOOD WA 98499</p> <p>Federal ID Number: 91-1915765</p> | <p>ONLY provide corrections in this area: Contact Name: _____ Phone: _____ Business Name: _____ Address: _____ _____ Federal Identification Number: _____ Unified Business Identifier: _____</p> |
|---|--|

The business listed above currently has a Washington State Work Study contract with this agency. You can renew the contract for the period July 1, 2003 through June 30, 2004 by providing any changes or updates to the listed information in the left-hand box and by returning the signed form using the enclosed envelope. If in the above box you update BOTH a new federal identification number and a new name, you cannot use this form. Instead, contact us to send you a new contract to complete.

*If you have decided to discontinue your participation in the program, PLEASE CIRCLE THIS X, SIGN, DATE AND RETURN THIS FORM TO THE HIGHER EDUCATION COORDINATING BOARD.

CONTRACT RENEWAL

"As a currently eligible employer in the Washington State Work Study program (authorized in RCW Chapter 28B.12), I wish to renew the contract for the 2003-2004 year and agree to:

- * Comply with all terms and conditions regarding employer responsibilities as stated in the original contract which include, but are not limited to, supervising work performed by students; maintaining a daily record of actual hours worked by each student; paying students wages comparable to non-students doing the same work; paying appropriate benefits; processing student payment by check or direct deposit at least once a month; and submitting timesheets for reimbursement by each college's deadline;
- * Employ students to perform only work which will not result in displacement of regular employees, will not impair existing contracts for services, will not fill positions which are vacant because of a labor dispute, and will not be sectarian or involve any political activity;
- * Employ students in work related to the student's academic program or vocational interest;
- * Pay each student on a per-hour-worked basis and claim reimbursement only for actual hours worked;
- * Regulate the number of hours worked to ensure that the student does not exceed the amount awarded by the college and to ensure you seek reimbursement for no more than an average of 19 hours per week over the period of enrollment or a maximum of 40 hours per week during vacation periods; and
- * Employ students who provide written documentation of their current State Work Study eligibility;

Signature of Employer Representative

Date

RETURN THIS FORM NO LATER THAN May 15, 2003.

Higher Education Coordinating Board Contact: Khris Blumer, khrisb@hecb.wa.gov, 360-753-7847

Bob Craves
Chair

Marcus S. Gaspard
Executive Director

STATE OF WASHINGTON

HIGHER EDUCATION COORDINATING BOARD

917 Lakeridge Way, PO Box 43430, Olympia, WA 98504-3430, (360)753-7800, FAX (360)753-7808, TTD (360)753-7809

STATE WORK STUDY CONTRACT AND JOB RENEWAL FORM
2003-2004 RESPOND TODAY!

Do NOT write in the area below

| | | |
|---|--|---|
| DEAN BARNES CITY OF SEATTLE PERSONNEL DEPARTMENT 710 2ND AVE 12TH FLOOR SEATTLE WA 98104 Federal ID Number: UBI Number: | (206) 684-7986 91-6001275W 178048953 | ONLY provide corrections in this area: Contact Name: _____ Phone: _____ Business Name: _____ Address: _____ _____ Federal Identification Number: _____ Unified Business Identifier: _____ |
|---|--|---|

The business listed above currently has a Washington State Work Study contract with this agency. You can renew the contract for the period July 1, 2003 through June 30, 2004 by providing any changes or updates to the listed information in the left-hand box and by returning the signed form using the enclosed envelope. If in the above box you update BOTH a new federal identification number and a new name you cannot use this form. Instead, contact us to send you a new contract to complete.

*If you have decided to discontinue your participation in the program, PLEASE CIRCLE THIS X, SIGN, DATE AND RETURN THIS FORM TO THE HIGHER EDUCATION COORDINATING BOARD.

CONTRACT RENEWAL

"As a currently eligible employer in the Washington State Work Study program (authorized in RCW Chapter 28B.12), I wish to renew the contract for the 2003-2004 year and agree to:

- * Comply with all terms and conditions regarding employer responsibilities as stated in the original contract which include, but are not limited to, supervising work performed by students; maintaining a daily record of actual hours worked by each student; paying students wages comparable to non-students doing the same work; paying appropriate benefits; processing student payment by check or direct deposit at least once a month; and submitting timesheets for reimbursement by each college's deadline;
- * Employ students to perform only work which will not result in displacement of regular employees, will not impair existing contracts for services, will not fill positions which are vacant because of a labor dispute, and will not be sectarian or involve any political activity;
- * Employ students in work related to the student's academic program or vocational interest;
- * Pay each student on a per-hour-worked basis and claim reimbursement only for actual hours worked;
- * Regulate the number of hours worked to ensure that the student does not exceed the amount awarded by the college and to ensure you seek reimbursement for no more than an average of 19 hours per week over the period of enrollment or a maximum of 40 hours per week during vacation periods;
- * Employ students who provide written documentation of their current State Work Study eligibility;
- * AND, if I currently advertise jobs at any eligible private or independent college, my signature also indicates an intention to continue or renew the jobs listed on the subsequent pages of this mailing. If there are updates to pay rates for listed jobs, I have returned those with this contract notice to the HECB. I understand if I have any other questions about renewing jobs or have an interest in posting additional jobs, I must contact the college(s) at the number on the Job Update Form. If the company also posts jobs with public colleges, I understand their procedures vary and if necessary I will be contacted by them directly.

Signature of Employer Representative

Date

RETURN THIS FORM NO LATER THAN May 15, 2003
Higher Education Coordinating Board Contact: Khrist Blumer, khristb@hecb.wa.gov, 360-753-7847

Washington State Work Study Program
2003-2004 Job Update Form

Page 1 of 1

CITY OF SEATTLE (206) 684-7986
Federal ID Number: 91-6001275W

The following is a list by institution of the current job descriptions your business has approved. The jobs listed here are only those you advertise at any eligible private or independent college. These will be continued for the period beginning July 1, 2003 and ending June 30, 2004 when you renew your contract.

You can use this form to make some updates. For example, you should at this time review pay rates to make sure they are comparable to what you pay non-students to do the same work. The updated pay range will only apply to timesheets submitted for days worked on or after July 1, 2003. You can also cancel a position by marking the indicated box. Before canceling any position, please verify that no students will be working this summer in the position after 7/1/03.

If you want to post any new jobs or if you wish to alter any other elements of these jobs descriptions, contact the student employment administrator at the school's phone number listed below. If you have jobs as part of an official HECB Community Service Project, those jobs cannot be renewed and are not listed. If you have any jobs that you advertise with public colleges, follow that school's instructions.

You are asked only to return the contract renewal and any page(s) with jobs that are updated; otherwise just returning the SWS Contract and Job Renewal Form will result in a continuation of the jobs as listed.

Be aware that mandated changes to minimum wage or to state classified or civil service pay ranges can trigger changes at other times of the year to hourly wage rates.

JOB DESCRIPTION RENEWALS AND UPDATES

3100 - CORNISH COLLEGE OF ARTS

(206) 726-5035

| Position # | Position Title | Current Pay Range | Updated Pay Range | Cancel Position |
|------------|------------------------|-------------------|-------------------|-----------------|
| 134 | SOCIAL SERVICES AIDE | 14.18 16.18 | \$ _____ \$ _____ | () |
| 227 | OFFICE ASSISTANT | 11.71 13.71 | \$ _____ \$ _____ | () |
| 234 | ADMINISTRATIVE SUP AST | 13.91 15.91 | \$ _____ \$ _____ | () |
| 274 | ADMIN SPECIALIST I | 15.33 17.33 | \$ _____ \$ _____ | () |
| 289 | DATA ENTRY OPERATOR | 13.91 15.91 | \$ _____ \$ _____ | () |
| 307 | PET LICENSE CANVASSER | 13.14 15.14 | \$ _____ \$ _____ | () |
| 336 | OFFICE AIDE | 11.31 13.31 | \$ _____ \$ _____ | () |
| 341 | LIBRARY TECH I | 13.97 15.97 | \$ _____ \$ _____ | () |
| 361 | GRAPHIC AIDE | 13.91 15.91 | \$ _____ \$ _____ | () |

NOTE: Community service positions reimbursed at 100% (if any) will be terminated at the end of the year

RETURN ONLY UPDATES WITH THE CONTRACT RENEWAL (PAGE ONE)
NO LATER THAN MAY 15, 2003.

FORM 8

Off-Campus Work Study Referral

To Be Completed By the Student:

Name _____ SS# _____
 Local Address _____ City _____ State _____ Zip _____
 Phone _____ Major or career interest _____
 Graduate _____ Senior _____ Junior _____ Sophomore _____ Freshman _____

TO BE COMPLETED BY UNIVERSITY:

FALL\$ _____ WINTERS\$ _____ SPRINGS\$ _____ SUMMERS\$ _____
 The gross wages on work study this student may earn during the academic year, including employment during vacation period cannot:

Employer receives
 Exceed \$ _____ % if reimbursement \$ _____ Total amount of reimbursement \$ _____

The Student is eligible to work _____ hours per quarter or _____ hours per week

***Students are eligible to work an average of 19 hours per week during the school period and a maximum of 40 hours per week during school breaks and vacations. Hours worked beyond the maximum listed above, or outside of the award policy will not be compensated.**

Start Date _____ Work study employee may not work past _____

Signature School Authorization _____ Phone Number _____

Institution _____ Address _____

IF YOU CHOOSE TO HIRE THIS STUDENT PLEASE COMPLETE THE FOLLOWING:

Agency/Business Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Student's Supervisor _____ Phone _____

Employer Signature _____ Date _____

Student's Job Title _____ Rate of Pay \$ _____/Hour

Thank you for considering this student and supporting the growth of the Washington State Work Study Program.

***Maximum work study award is Subject to revision if the financial situation changes.**

The Institutions time sheets are to be mailed by the 10th day of the following month.

TO: _____

HIGHER EDUCATION COORDINATING BOARD
State Work Study Appropriation

REPORT: SWSP08-1

Financial Report by Program for 2003-2004

| INST: | 0000 | Program: | SWS | INSTITUTION NAME | | | | | | | |
|---------|--------------------|-------------------|--------------------|-------------------|------------------|----------------|---------------------|-------------------|-------------------|----------------------|------------------|
| Program | Initial Allocation | Supple- mental | Deob- ligations | Cance- lations | Cash Receipts | Trans- fers | Total Allocation | Warrants Drawn | Ending Balance | Reported Payments | Date Reported |
| SWS | 000000.00 | 0000.00 | 0000.00 | 0000.00 | 0000.00 | 0000.00 | 000000.00 | 00000.00 | 0000.00 | 00000.00 | 00/00/01 |
| CSP01 | 000000.00 | 0000.00 | 0000.00 | 0000.00 | 0000.00 | 0000.00 | 000000.00 | 00000.00 | 0000.00 | 00000.00 | |
| TOTAL | 000000.00 | 0000.00 | 0000.00 | 0000.00 | 0000.00 | 0000.00 | 000000.00 | 00000.00 | 0000.00 | 00000.00 | 00/00/01 |

State Wide Vendor Number: 0000000333
CR Number:

Cash Request and Expenditure Report
by Program

SWS Cash Request for: Month Year \$
Expenditures to Date as of: Date \$

Signature of Financial Aid Director Date

Signature of Chief Fiscal Officer Date

Return this form by Date to:

Higher Education Coordinating Board
Jeffrey Powell State Work Study
PO Box 43430 (360) 704-4150
Olympia Washington 98504-3430

Date: 04/11/2003
Time: 13:42:49
Inst: 3090

Higher Education Coordinating Board
State Work Study Appropriation
Institution Control Report

Disbursement Report Page: 1
Report SWSP06
Warrant Register: 2003310

| Federal ID | Employer Name | Student Name | SSN | Pos | From Date | To Date | Amount |
|---|-------------------------------------|--------------|--------------|-----|-----------|----------|---------|
| 91-XXXXXXX | Higher Education Coordinating Board | Smith Joe | XXX-XXX-XXXX | 001 | 01/23/03 | 01/29/03 | 94.25 |
| Employer: HIGHER EDUCATION COORDINATING BOARD | | | | | | | \$94.25 |

| | | | |
|--------------------|------------|----|------------|
| Institution: | UNIVERSITY | \$ | 94.25 |
| Initial Allocation | | \$ | 106,752.00 |
| Supplemental | | \$ | 9,500.00 |
| Total Allocation | | \$ | 116,252.00 |
| Previous Payments | | \$ | 69,182.89 |
| Previous Balance | | \$ | 47,069.11 |
| Current Payments | | \$ | 94.42 |
| New Balance | | \$ | 46,974.86 |